



HALYARD
ASSET
LIBRARY

USER GUIDE - PORTAL



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ABOUT THE HALYARD ASSET LIBRARY

The Halyard Asset Library is a self-service tool that allows you to search and download Halyard digital assets. The application features a Quick Search to easily find product codes, product names, keywords, and file names related to the asset. For users less familiar with Halyard assets, the “Browse Assets” tree allows you to click through folders to preview asset groups.

USER ACCOUNTS

If you are on the Halyard network as an employee or contractor, use your network ID and password to Login here: https://pim.halyardhealth.com/portal/HAL_INT

If you are a customer or business partner that is not on the Halyard network, use the Username and password provided in your Welcome email from pim@hyh.com to Login here: https://pim.halyardhealth.com/portal/HAL_EXT

If you are a customer or business partner who needs a HAL account, complete the account request form located at the bottom of this page: <http://www.halyardhealth.com/info/pim>

Should you login to the wrong portal in error, you will receive an on-screen message with a link to the correct portal.

PASSWORD RESETS (Non-Halyard network accounts only)

Customers and business partners are assigned a temporary password when the account is created. Login using the Username and password provided in your Welcome email from pim@hyh.com. In the top right corner of the HAL home page, click “User Details” and follow the on-screen instructions to set your new permanent password.

Old password	<input type="text"/>
New password	<input type="text"/>
Repeat new password	<input type="text"/>

If you already have an account and need your password reset or other help signing in, please contact technical support.

TECHNICAL SUPPORT

Be sure to mention the application name (Halyard Asset Library) when contacting the Help Desk

HALYARD HELP DESK

Phone - U.S. Toll-Free at **+1-855-243-7663**

GENERAL QUESTIONS

Email - PIM@HYH.COM

LOGIN PAGE

Login using your Username and Password


HALYARD ASSET LIBRARY

Asset Manager Portal

U012345

Password

By checking box, user acknowledges and accepts this [Legal Statement with the Terms and Conditions](#) of use.

Login

HOMEPAGE

- Quick Search – Enter a short search term, keyword, or sku/product code
- Browse Assets – Allows you to browse asset tree
- Quick Links / Help – Shortcuts to common links
- Site Use – Standard website policies and notices
- Header (far right corner) – Basket and User Information
- *Halyard Digital Asset Update Workflow (for Asset Managers Only)*


English US [Basket](#) [SU_U05757](#)

Quick Search (Example: Glove)

Match document content

Search Below

Object Type

- All
- Collateral/Advertising
- Halyard Brand Expressions
- Illustrations/Vector Art
- Instructions For Use (IFU)

Browse Assets

- > Products
- > Brand Resources
- > Collateral-Advertising
- > Generic Images
- > Logos

QUICK LINKS

- [Download Basket](#)
- [Full User Guide](#)
- [Quick Start Guide](#)
- [Non-Halyard User Request Form](#)

APPLICATION SUPPORT

Business Support
Training and Inquiries
Email: PIM@hyh.com

Technical Support
Global Halyard Help Desk
For U.S. , Toll-Free +1-855-243-7663

SITE USE

- [Legal Statement with User Terms and Conditions](#)
- [Privacy Statement](#)
- [California Compliance Declaration](#)

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QUICK SEARCH

1. In the Quick Search field, enter your search term (Ex. Product name, file name, product code, SKU)
2. Click “Search”. Results will show to the right side of the screen
3. Click on type of asset required or “All (##)” to view all relevant results

Example 1: Search Term “Glove”

Quick Search (Example: Glove)

Match document content

Search Below

Object Type

- All
- Collateral/Advertising
- Halyard Brand Expressions
- Illustrations/Vector Art
- Instructions For Use (IFU)

Number of search results: 347

- [Packaging Image \(247\)](#)
- [Product Image \(36\)](#)
- [Product In-Use Image \(28\)](#)
- [Obsolete - Do Not Use \(16\)](#)
- [Resources \(14\)](#)
- [Safety Data Sheet \(SDS/MSDS\) \(2\)](#)
- [Internal Only - Confidential \(2\)](#)
- [Internal Only \(1\)](#)
- [Collateral/Advertising \(1\)](#)

[All \(347\)](#)

Example 2: Search Term “Purple Nitrile”

Quick Search (Example: Glove)

Match document content

Search Below

Object Type

- All
- Collateral/Advertising
- Halyard Brand Expressions
- Illustrations/Vector Art
- Instructions For Use (IFU)

Number of search results: 128

- [Packaging Image \(104\)](#)
- [Obsolete - Do Not Use \(8\)](#)
- [Product Image \(7\)](#)
- [Product In-Use Image \(4\)](#)
- [Resources \(3\)](#)
- [Internal Only \(2\)](#)

[All \(128\)](#)

View After Clicking On “Product In-Use Image”

Quick Search (Example: Glove)

Match document content

Search Below

Object Type

- All
- Collateral/Advertising
- Halyard Brand Expressions
- Illustrations/Vector Art
- Instructions For Use (IFU)

Select all



PURPLE NITRILE*...



PURPLE NITRILE...



PURPLE NITRILE*...

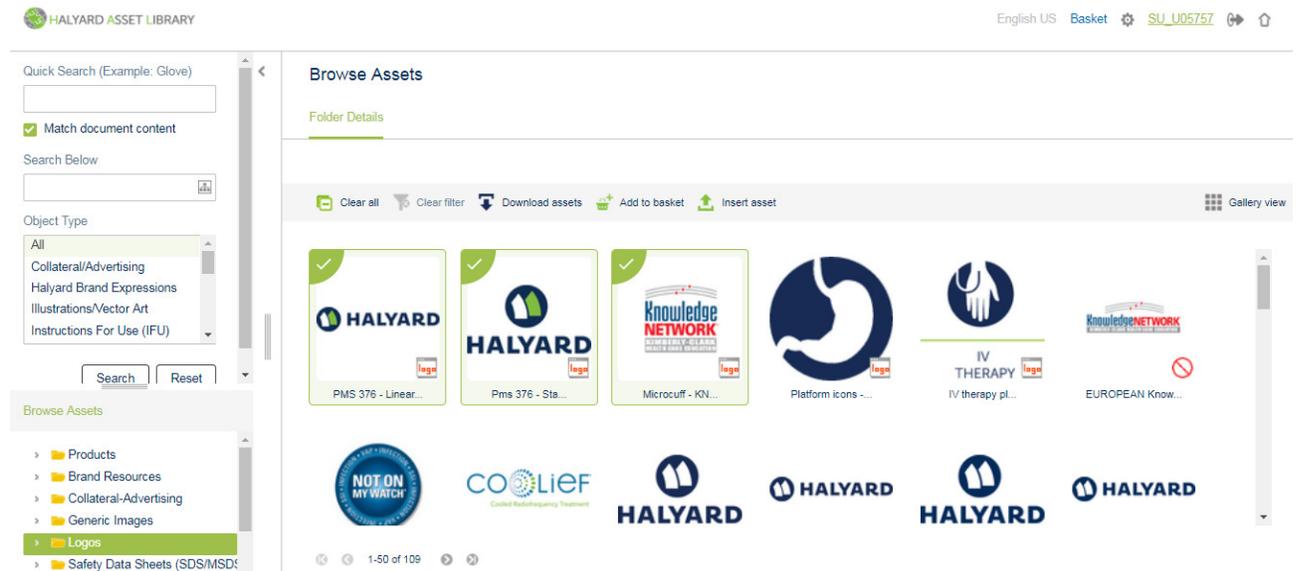


HYH_55080_HCW

BROWSE ASSETS

1. To browse assets using the tree – click on the  gray arrows to expand the folder
2. Click on the **folder name** to view the assets in the folder. The Classifications Details screen will appear in the main window

NOTE: Clicking on the File Name will take you to the Asset Details view. [Click here to learn more.](#)



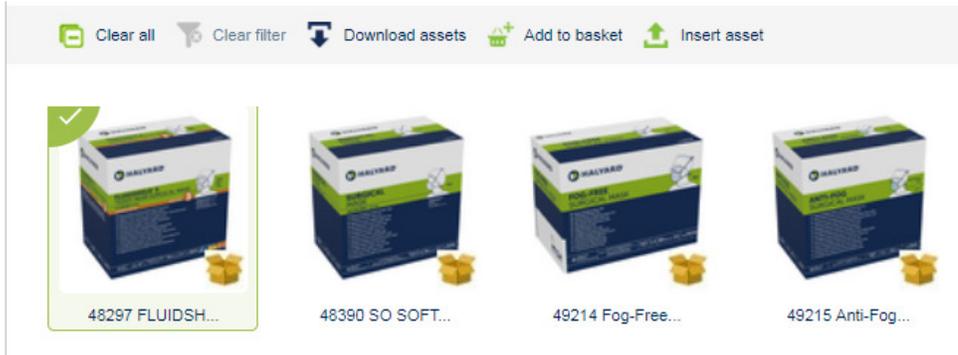
The screenshot displays the Halyard Asset Library interface. On the left, there is a search and filter sidebar with a 'Quick Search' field, a 'Match document content' checkbox, and a list of 'Object Type' categories including 'All', 'Collateral/Advertising', 'Halyard Brand Expressions', 'Illustrations/Vector Art', and 'Instructions For Use (IFU)'. Below this is a 'Browse Assets' tree view with folders for 'Products', 'Brand Resources', 'Collateral-Advertising', 'Generic Images', 'Logos', and 'Safety Data Sheets (SDS/MSDS)'. The main content area is titled 'Browse Assets' and shows a grid of asset thumbnails. The thumbnails include logos for HALYARD, Knowledge NETWORK, IV THERAPY, and EUROPEAN KNOWLEDGE NETWORK. At the top of the main area, there are controls for 'Clear all', 'Clear filter', 'Download assets', 'Add to basket', and 'Insert asset', along with a 'Gallery view' toggle. At the bottom, a pagination indicator shows '1-50 of 109'.

ASSET SELECTION

Once you've found the asset that you want to download, you can select it for immediate download or add it to the basket to download at a later time. Any time you select an asset it will be framed in gray.

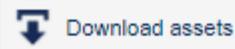
Single Selection for Immediate Download

1. Click on the **center** of the asset thumbnail (**DO NOT** click on the name)
2. Click the  download button



Multi-Select for Immediate Download

1. Click on the top left corner of the thumbnail to select multiple assets

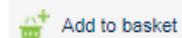


2. Click the Download assets button



Add to Basket

1. Click the add to Basket button



DOWNLOADING

Downloading directly from Search Results

1. Select the assets that you want to download
2. Click the Download assets button



3. Select a conversion type from the **Select Image Conversion** list
 - Always select "No Conversion" for documents like PDF, Word, PowerPoint, and ZIP
 - Choosing "No Conversion" for images will download the EPS file
4. Click "Start download". Download will begin and a zip file of the asset(s) will be created

Download assets

Select Image conversion

- No Conversion
- .TIFF, max. 1500x1500, 300 dpi (conversion)
- DCS (AssetPush_highres)
- Excel Icon (conversion)
- FrameMaker, 152dpi (frame-low-res-print, cached)
- JPG, 72dpi (lowres-jpeg, cached)
- JPG, 72dpi (web-client-full-size-asset, cached)
- JPG, MAX 100x100 Small (conversion)
- JPG, max 1500x1500 (conversion)
- JPG, max 150x150 Medium (conversion)
- JPG, max 200x200 Large (conversion)
- JPG, max 500x500 XLarge (conversion)
- JPG, max. 1000x1000 (web-proof-xlarge, cached)

DOWNLOADING - Continued

5. Click on the underlined zip file name to open and save the download.

NOTE: Your web browser and browser settings will determine the behavior after clicking on the zip file link. Most browsers will open a dialog window that allows you to choose where you want the download to be saved on your computer. Some browsers will begin the download and results will show at the bottom of the window.

ID BGP_223134

Started By SU_U05757

Started 11/3/17 9:53:41 AM

Finished 11/3/17 9:53:59 AM

Elapsed 19 s

Status ✓ Succeeded
220999_11_3_17.zip

Click on the file name above to open your download

Need Help? Email : pim@hyh.com

BASKET

1. To add items to your basket, click the Add to basket button



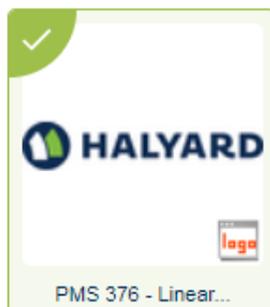
2. Go to your basket by clicking the link in the top right corner of the HAL window



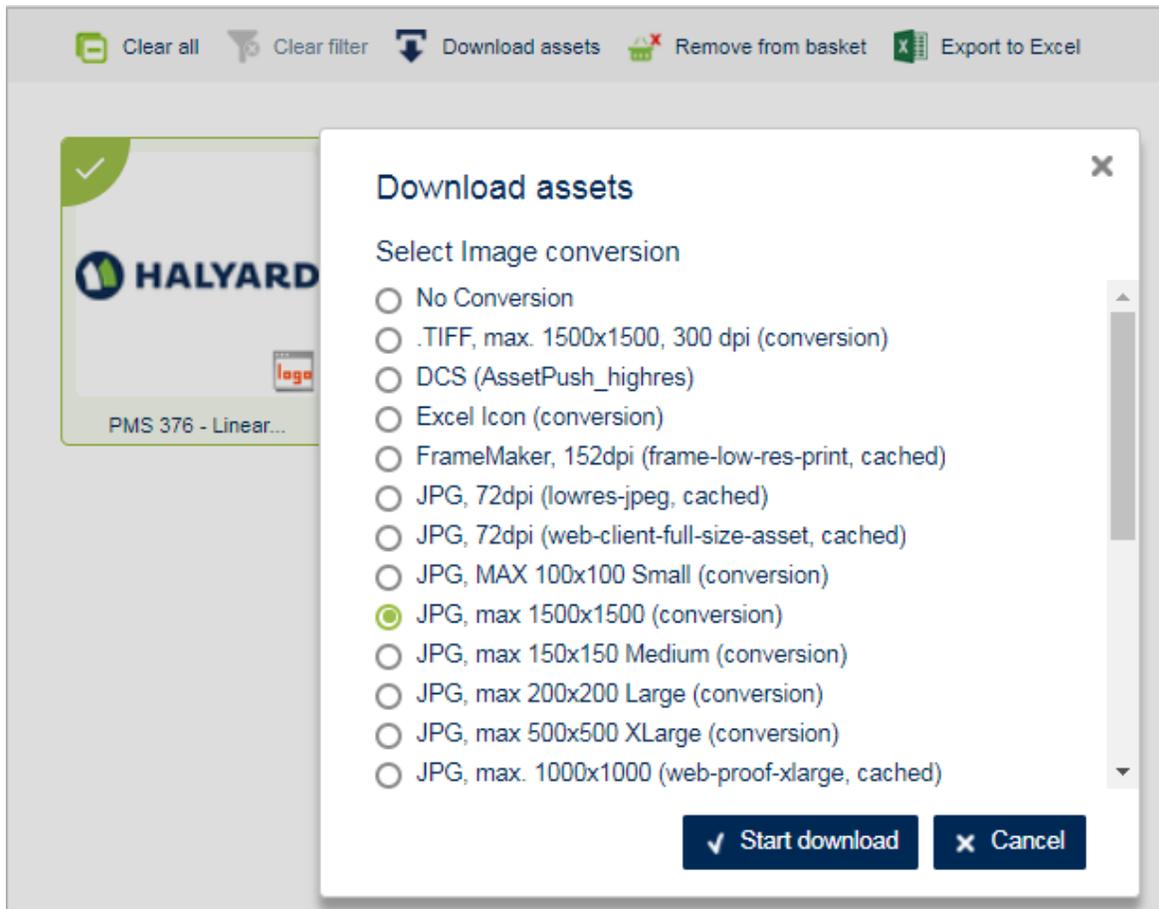
3. Select assets to download:

- Select All - Click the  select all button
- To Download One – Select it by clicking in the top left corner of the thumbnail
- To Select Multiple (but not all) – Click in the top left corner of multiple
- Clear Selections – Click the  clear selection button

**To remove items from your basket, click the Remove from basket button*



4. Click on the Download assets button
5. Select a conversion type from the **Select Image Conversion** list
6. Click “Start download”. Download will begin and the zip file of the asset(s) will be created
7. Click on the underlined zip file to open and save the download.



UPLOAD *(Authorized Users Only)*
Select Destination Folder

1. From the Browse Assets tree, navigate to the folder where the assets belong
2. Click on the folder name
3. Click on the green  Inset asset button

Quick Search (Example: Glove)

Match document content

Search Below

Browse Assets

- ▾ Products
 - Acute Pain
 - Advanced Wound Care
 - Chronic Pain
 - Digestive Health
 - Infection Prevention
 - Respiratory Health
 - Surgical Solutions
- Brand Resources
- Collateral-Advertising
- Generic Images
- Logos
- Safety Data Sheets (SDS/MSDS)

Browse Assets

Folder Details

Select all
 Clear filter





 PMS 376 - Linear...





 Pms 376 - Sta...





 Microcuff - KN...



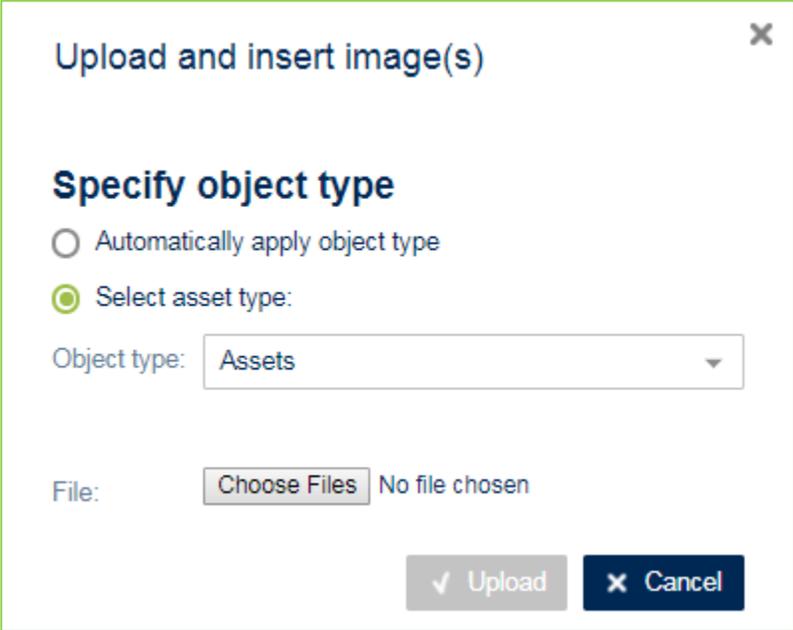


 Cooled Radiofrequency Treatment



Select Files

1. Under Specify ID, **ALWAYS** Select “Auto-generate an ID”
2. Under Specify object type, **ALWAYS** Select asset a type from the dropdown
 - Acceptable formats include: **EPS, PDF, PowerPoint, ZIP, Word, MP4**
 - Images must be in **EPS** file format. **Do not load jpg, tiff, or other, small file image formats**
3. Click “Choose Files” to select the files that you want to upload
4. Click “Upload”
5. You can select multiple files for upload



Upload and insert image(s) ✕

Specify object type

Automatically apply object type

Select asset type:

Object type:

File: No file chosen

UPLOAD - Continued *(Authorized Users Only)*

Add Metadata and Approve

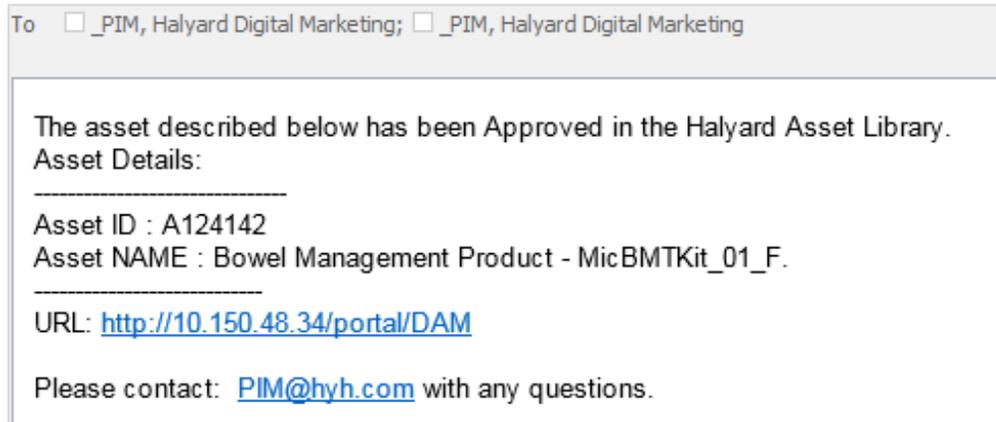
After assets are uploaded, they must be saved and approved before they will be seen by general users. If you are uploading a product image, the marketing manager for the product platform will be notified with further instructions.

1. Navigate to the asset using Quick Search or by returning to the folder where it was uploaded
2. Click on the file name
3. Click on the Asset Metadata tab
4. Enter as much metadata as possible. Required Fields are:
 - *Object Type*
 - *Description*
 - *eCatalog Standardized*
 - *Always enter Target SKUs (Comma separated) for Product Images*
5. Save or Save & Approve your changes

Asset details	Asset Metadata	Referenced by
Image 		
ID	A113102	
Name	<input type="text" value="Apron"/>	
Object Type	<input type="text" value="Product In-Use Image"/>	
Description*	<input type="text" value="Apron"/>	
	<small>Edit in Rich Text</small>	
eCatalog Standardized*	<input type="text" value="Yes"/>	
View	<input type="text" value="Front"/>	
Language	<input type="text"/>	
Country	<input type="text" value="Global"/>	
Region	<input type="text" value="Global"/>	
Photo Shoot Date	<input type="text" value="M/d/yyyy"/>	
Photographer Name	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Save&Approve"/>		

ASSET UPDATE WORKFLOW *(Authorized Users Only)*

Product Managers will receive notification of new assets when they are loaded to HAL and identified as a “product image”. The marketing owner will receive an email with further instructions. Example below.



1. Click the link in the email to be directed to the HAL portal.
2. Login using your Username and Password. You will see a notice for the task on the Home page of the portal
3. Click on “Update Assets” to view the task.

ASSET UPDATE WORKFLOW	
Initiate	0
Update Assets	160
Final	0

4. Next you will see a list of assets that need to be updated. Check “**Assign to me**” to prevent others from modifying the asset before you’ve made your updates.



Halyard Digital Asset Update - Update Assets - Available

Clear filter List view

Assigned to me	Thumbnail	ID	Name	Type
<input checked="" type="checkbox"/>		A192720	SPECTRUM* Non-Reinforced Surgical Gown	Product Image
<input checked="" type="checkbox"/>		A194121	BLACK-FIRE* NITRILE Exam Glove	Product In-Use Image
<input checked="" type="checkbox"/>		A194122	BLACK-FIRE* NITRILE Exam Glove	Product In-Use Image

5. **Click on the ID** or Name to view the asset
6. Go to the **“Update digital asset metadata”** tab
7. Add remaining product information such as: Brand, Category, Target SKUs and Keywords
8. Click **Submit**. The asset will now be available to general HAL users

Digital asset update

Asset details
Update digital asset metadata
Referenced by

Image	
ID	A194122
Name	<input type="text" value="BLACK-FIRE* NITRILE Exam Glove"/>
Object Type	<input type="text" value="Product In-Use Image"/>
Description*	<input type="text" value="BLACK-FIRE, Black-Fire,Gloves, EMS EMT"/>
	Edit in Rich Text
eCatalog Standardized*	<input type="text" value="No"/>
View	<input type="text" value="Front"/>
Language	<input type="text" value="English"/>

 Save
 Submit

Additional Information:

- *Target SKUs will show up in PIM as related assets for the codes entered*
- *If you have additional updates pending, go back to the home page and repeat steps begin*

ASSET DETAILS

Asset details are shown when you click on a file name at the bottom of the asset or when browsing assets using the tree.

Performing a search with only one result takes you to the “Asset Details” page.

Tab 1 - [\[Asset Details\]](#) shows file characteristics such as file size and type.

Tab 2 - [\[Asset Metadata\]](#) shows the user entered information.

Tab 3 - [\[Referenced By\]](#) shows any relationships that the file has to product data in PIM

You cannot directly download from this screen; however, you can add the asset to basket using the



Add to basket button at the bottom of the screen.

Asset Details Tab

Asset Details

Asset details
Asset Metadata
Referenced by

Image



ID: A113053

Name:

Description:

asset.class	True color
asset.creator	Adobe Photoshop Version 13.0 20120315.r.428 2012/03/15:21:00:00
asset.dsc-conformance	3.0
asset.extension	eps
asset.filename	28821_front.eps
asset.format	EPS (Encapsulated Postscript application)
asset.height	127.0 (mm)
asset.mime-type	application/postscript
asset.pixel-height	1500 (pixels)
asset.pixel-width	1500 (pixels)
asset.preview.format	TIFF (Tagged Image File Format image)
asset.profile	Photoshop, ICC color
asset.size	11621179
asset.uploaded	2015-08-31 15:21:03
asset.width	127.0 (mm)

Asset Metadata Tab

Asset Details

Asset details
Asset Metadata
Referenced by

Object Type	<input type="text" value="Product In-Use Image"/>
Description*	<input type="text" value="FLUIDSHIELD* Level 2 Fog-Free Procedure Mask, WrapAround Visor"/>
eCatalog Standardized*	<input checked="" type="checkbox"/>
eCatalog View	<input type="text" value="Front"/>
Language	<input type="text"/>
Country	<input type="text" value="Global"/>
Region	<input type="text" value="Global"/>
Photo Shoot Date	<input type="text"/>
Photographer Name	<input type="text"/>
isPrimaryImagePresent	<input type="text" value="No"/>
Milestone ID	<input type="text"/>
Workspace #	<input type="text"/>
Keywords	<input type="text" value="masks, facemasks, Procedure Mask, WrapAround Visor"/>
Target SKUs - ADD ONLY	<input type="text" value="28821,28800,62116"/>
Brand	<input type="text"/>
Category	<input type="text" value="Facial & Respiratory Protection"/>
Sub Category	<input type="text" value="Masks"/>
Business Retailer	<input type="text"/>
isPrimaryImagePresent	<input type="text" value="No"/>
Active Date	2015-08-31 15:21:03

Referenced By Tab

Asset Details

Asset details
Asset Metadata
Referenced by

Referenced By **Image Reference Type**

- HALYARD* FLUIDSHIELD* Level 3 Fog-Free Procedure Mask, WrapAround Visor-Orange1 (S100701)
- HALYARD* FLUIDSHIELD* Level 2 Fog-Free Procedure Mask, WrapAround Visor (S100713)
- HALYARD* FLUIDSHIELD* Level 2 Fog-Free Procedure Mask, WrapAround SPLASHGUARD*Visor (S102218)

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OBJECT TYPES

All assets have an object type. Object type names are displayed in the left navigation and in search results. Icons are shown on the thumbnail of the asset for quick recognition

Object Type	Icon	Description
Product Image		Product image, not in use, or packaged (Ex. Glove on white background)
Product In-Use Imagery		Product in operational use (Ex. Glove on hand)
Product Kits		Use current Product Image Icon (Ex. Open surgical pack)
Packaging Image		Product package photo or 3D rendering
Halyard Brand Expressions		Approved Halyard Brand resources such as guidelines, graphics, and PowerPoint templates
Collateral/Advertising		Sell Sheets, Brochures, Catalogs
Illustrations/Vector Art		Illustrations such as technical drawings and schematics
Instructions For Use		Product Instructions For Use (IFU) / Directions For Use (DFU)
Lifestyle Imagery		Generic images approved for use in Halyard collateral
Logos		Brand logos, product platform logos, program logos
Safety Data Sheet		Safety Data Sheet (SDS) / Material Safety Data Sheets (MSDS)
Resources		Project files such as zip folders for posters or transfer files
Videos		Video files (Ex., mp3, mp4, mpeg)
Obsolete - Do Not Use		Admin Only – Obsolete asset that is not available for external or read-only users
Internal Only		Admin Only - An asset that is not available for external or read-only users. Selected admins only
Internal Only - Confidential		Selected admins only - An asset that is not available for external users, read-only users, or general admins

ACTION BUTTONS

The following actions have buttons available throughout the application. Some buttons may turn gray when they are not available for use during certain actions or based on user permissions.

Action	Button	Description
Go To Home Page	 or 	Returns user to the home page
View Tool-Tip		Opens a pop-up window with additional information about an object
Search	<input type="text" value="Search"/>	Begins search on text entered in the Quick Search field
Reset	<input type="text" value="Reset"/>	Clears the text in Quick Search and returns Object Type to "All"
Select All		Selects all object on the screen
Clear Selection		Deselect all objects on the screen
Gallery View		Shows objects in a thumbnail grid
List View		Shows object in a list
Multi-Edit View	 or 	Shows objects in editable table
Pivot		Changes property sheet direction
Filter Clear		Clears all filters
Compare		Shows basket items in list view
Go to Basket	Basket	Take user to the basket
Add to Basket	 Add to basket and  Add to basket	Adds selected object to basket
Remove from Basket	 Remove from basket	Removes selected items from basket
Download		Downloads selected objects
Upload		Upload object to folder
Export to Excel	 Export to Excel	Exports asset metadata to Excel
Manage User Details		Displays user ID, email, and password reset function
Logout		Logs user out of the application

METADATA Fields & Definitions

Metadata is a set of data that describes and gives information about the asset. Metadata is available on the [Asset Details](#) tabs on all assets. *Indicates required fields

Metadata Field	Description	Owner/Manager
Name	Customer friendly name of the asset	Digital Asset Manager
Object Type*	Describes the type of asset	Digital Asset Manager
Description*	Describes the asset or contents of the asset	Digital Asset Manager
eCatalog Standardized*	Yes/No to identify assets that meet online catalog standards (white background, no shadow, product only)	Digital Asset Manager
eCatalog View	Describes the angle of the photo	Digital Asset Manager
Language	Indicates the language of the text in/on the asset	Digital Asset Manager
Country	Indicates what countries the asset is being used for	Digital Asset Manager
Region	Indicates what regions the asset is being used for	Digital Asset Manager
Photo Shoot Date	Date that the photo was taken	Digital Asset Manager
Photographer Name	Describes who shot the photo. May also be agency name	Digital Asset Manager
Milestone ID	Central Desktop Tactic# reference – Designers Only	Digital Asset Manager
Workspace #	Central Desktop Job # reference – Designers OnlyP	Digital Asset Manager
Keywords	List of keywords or phrases to assist in search	Product Manager
Target SKUs – Add Only	Field for Digital Asset Manager or Product Manager to enter SKU's that should be linked to the file or image	Product Manager
Brand	Brands represented in file or image	Product Manager
Category	Main category of products represented in file or image	Product Manager
Sub Category	Sub Category of products represented in file or image	Product Manager
Business Retailer	Name of customer if the file is customer specific	Product Manager
Active Date	The date that the asset was approved	Product Manager
Obsolete Date	The date that the asset was made obsolete	Product Manager

LEARN MORE

This sections contains additional usage information in response to frequently asked questions and user feedback. Your input is valuable in our ongoing efforts to improve the usability of this application. Email your feedback to pim@hyh.com.

CAREFUL ASSET SELECTION

Click near the **CENTER** of the asset thumbnail to **SELECT** it for download.

Clicking near the center of an asset will select it for download  or to add to basket . Clicking on the File Name WILL NOT select it. Instead, you will be directed to the Asset Details screen. [Click here to learn more.](#)

Selected Asset



Deselected Asset



Click on center of image to select

Clicking on the File Name at the bottom of the thumbnail "Halyard Glove..." will take you to the **Asset Details** Page



Asset Details

Asset details

Asset Metadata

Referenced by

Image



ID

A112929

Name

Halyard Glove packaging new - STERLING_Nitrile_New
HALYARD

Description

Halyard Glove packaging new, Lavender Halyard, Sterling, Halyard, Purple Nitrile Halyard, HYH

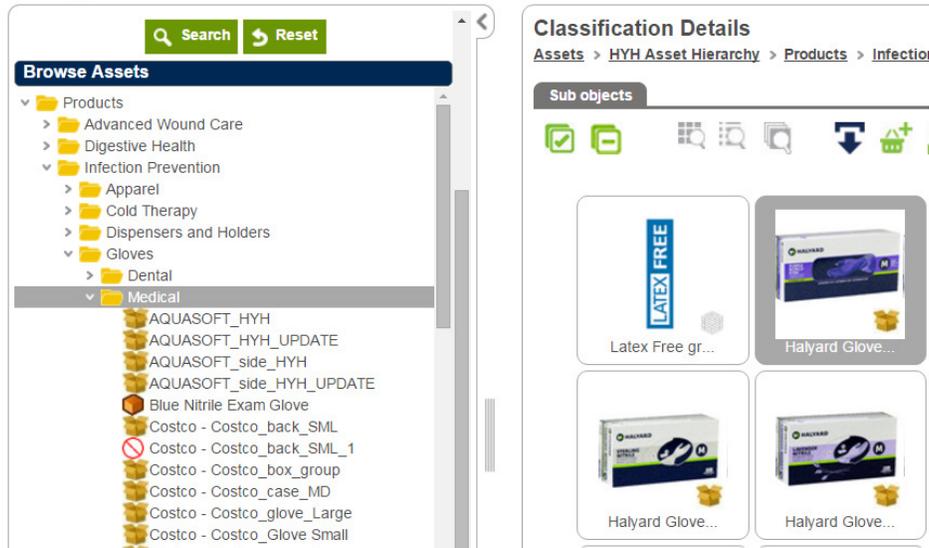
BROWSING FOLDERS

When using the “Browse Assets” feature, click on the **Folder Name** to display its contents

Click on the grey ► arrows to expand the folders.

When you get to the last folder, click on the **Folder Name** **Medical** to show all of the assets in that folder in the right results window.

Clicking directly on the asset name **AQUASOFT_HYH** will take you to the Asset Details page. [Click here to learn more.](#)



TOOL-TIPS

Clicking the button will open a pop-up window that provides more information about the feature and its functionality

Quick Search (Example: Glove)

Object Type

- All
- Collateral/Advertising
- Halyard Brand Expressions
- Illustrations/Vector Art
- Instructions For Use (IFU)

Quick Search (Example: Glove)

Quick search is suitable when searching for text such as; product name, product type, product code, file name, and common keywords. For best results, limit your entry to 2 or 3 words. You do not need to enter a comma or semicolon between words. If you've already narrowed your selections using Quick Search or Object Types, be sure to click the Reset button before you begin the next search.

