ASSET WEB UI
USER GUIDE

STEP Trailblazer 8.1

Table of Contents

Table of Contents **2**

Introduction **4**

Accessing the Web UIs 4

Supported browsers 4

STEP Asset Web UI **5**

User interface 5

Logging in 6

Browsing for assets through Tree 6

Advanced search 8

Main search 8

Search Below 8

Assets Types 9

Referenced by Product 9

Uploaded after 9

Uploaded before 9

Additional search Criteria 9

Getting help 9

Search statistics and search results 10

Viewing and selecting assets 11

List View 11

Filmstrip View 12

Gallery View 12

Select all / Clear selection 12

Paging 13

Editing and deleting assets 13

Asset details tab 13
Referenced By tab 13
Save button 13
Reset button 13
Save and approve button 14
Delete button 14
Getting help 14
Basket 14
Adding assets to Basket 14
Showing Basket content 15
Removing selected assets from Basket 15
Deleting all content of Basket 15
Uploading asset 15
Downloading assets 16
Show Download list 20
Downloading the zip file from the Download list 20
Deleting download jobs 22
Corner Bar 22
Changing context 22
Changing workspace 23
User details 23
Change password 23
Log out 24

Introduction

The STEP Web UI User Guide contains information about STEP Asset Web UI, STEP User Web UI and STEP Supplier Web UI.

Accessing the Web UIs

Any of the three STEP Web UIs can be accessed via a browser.

Supported browsers

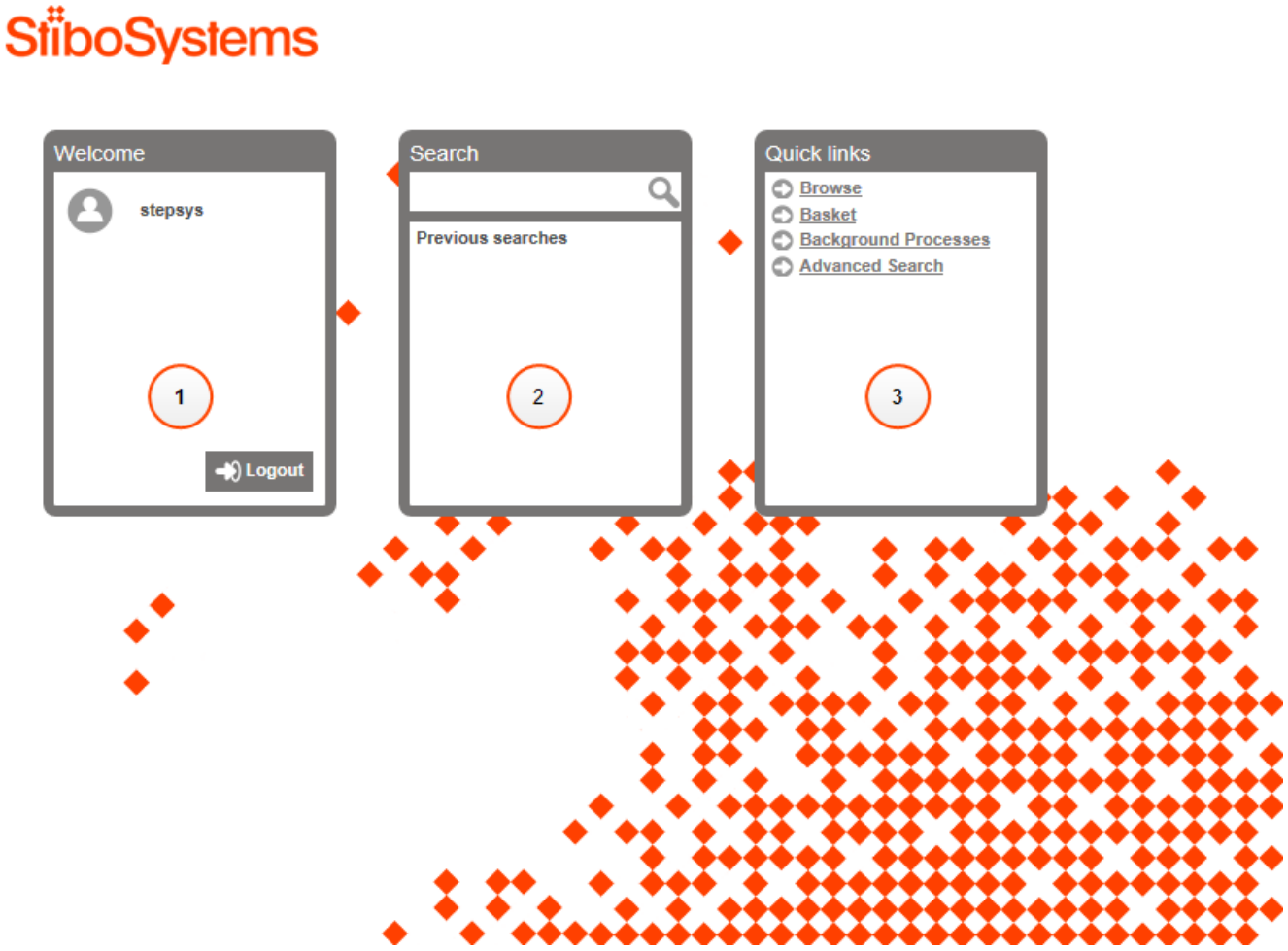
The supported browsers are:

- Mozilla Firefox 3.5 or higher.
- Google Chrome 10 or higher.
- Microsoft Internet Explorer 8 or higher.

STEP Asset Web UI

The purpose of the STEP Asset Web UI is to enable users to search for and navigate to relevant assets and to upload and download assets. Also, a user specific basket is at hand to let you collect assets that you may want to investigate further, edit or download.

User interface

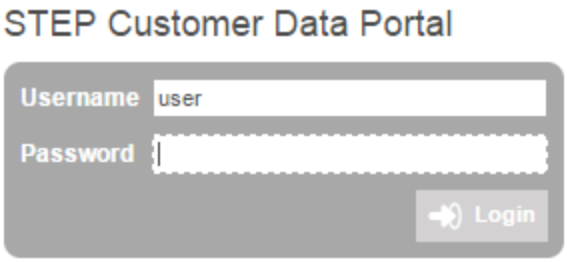


The home page screen has got 3 widget:

1. User Widget: Information about what user is logged into the Web UI plus a button to log out.
2. Search Widget: Finds assets with an ID or name matching the search phrase.
3. Links Widget: This provides quick navigation to Navigate image hierarchy (For more information, see "Browsing for assets through Tree" on the next page.), view the basket, see info about asset download background processes & advanced asset search (see "Advanced search" on page 8).

Logging in

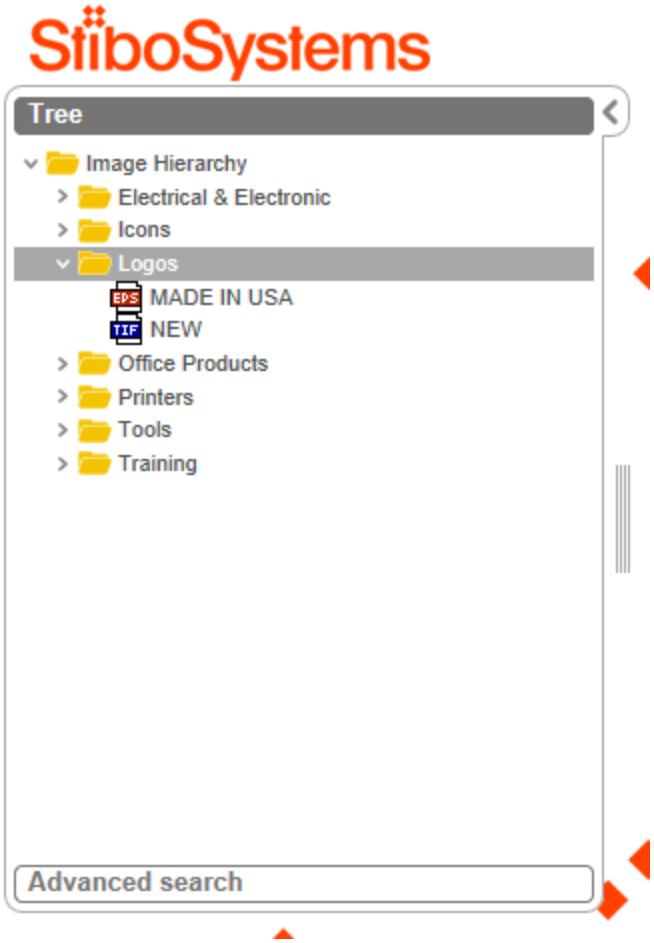
To log in to the STEP Asset Web UI you must enter a valid user name and password. Then click the Login button.



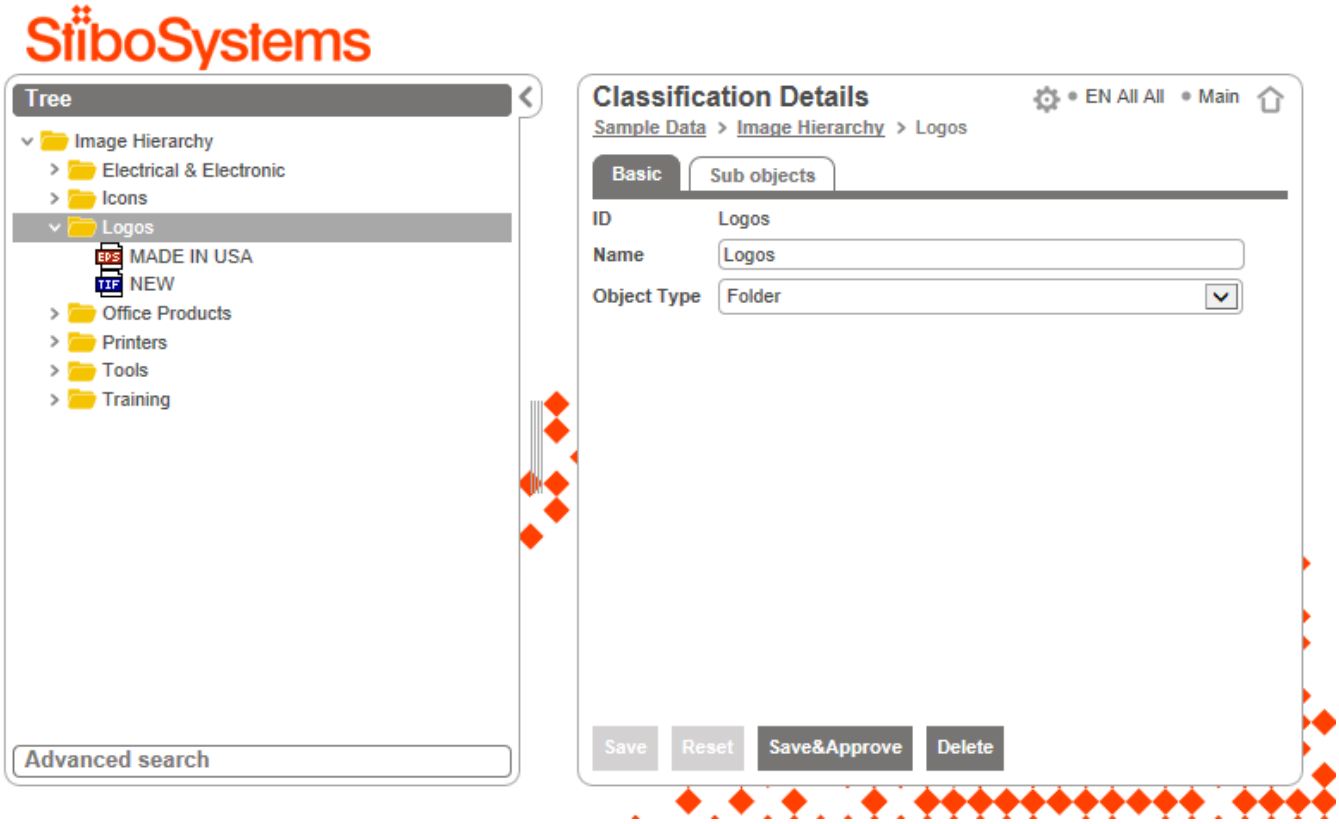
You will now be logged in to the STEP Asset Web UI and are able to view, edit, upload and download assets based on the privileges applied to you by your administrator.

Browsing for assets through Tree

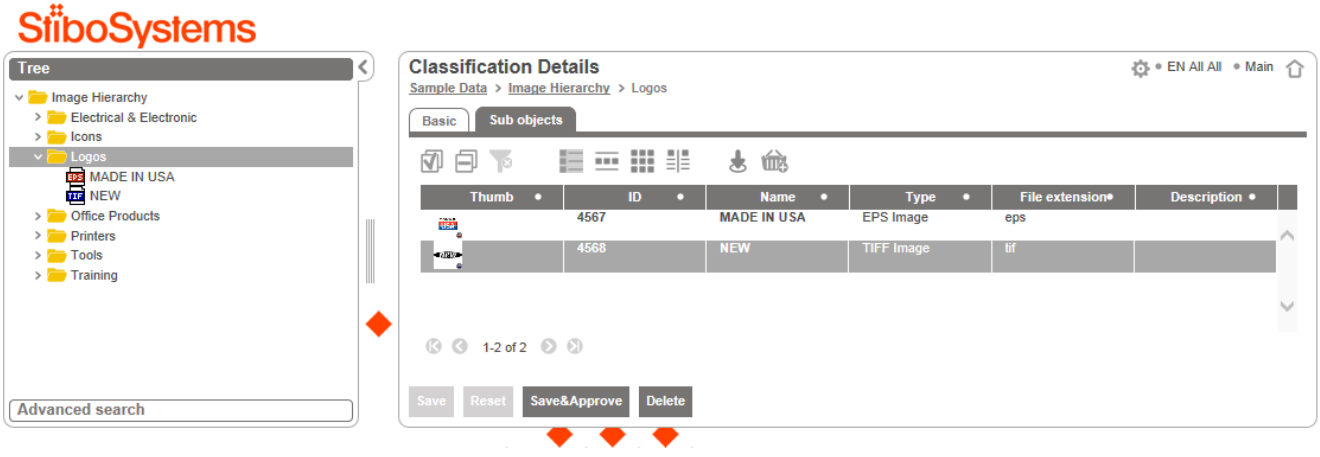
Clicking the "Navigate" link in the Links Widget "Quick links" will make a stack panel appear in the left hand side of the screen. Here you can use the Tree Navigator to browse for specific assets.



The tree shows a folder structure that contains the assets that you are privileged to see. To expand / collapse the levels in the Tree, click the triangles to the left of the folders. To see the asset in one of the folders, simply just click the folder. The content of the folder will be displayed in a table in the right hand side panel.



If you click on the "Sub Objects" table, you will see a table, from where you can select an asset by clicking it.



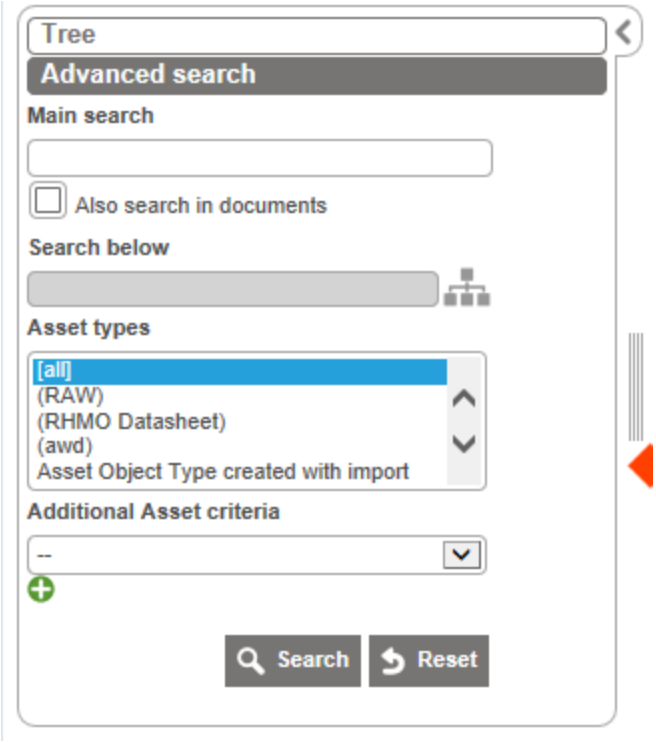
If one or more assets have been selected you can now download the assets or add them to Basket. For more information on downloading assets , see "Downloading assets" on page 16 and for information on adding assets to Basket, see "Adding assets to Basket" on page 14.

To go to an Asset detail editor screen you must click the ID of the asset (highlighted with bold text). For more information, see "Editing and deleting assets" on page 13.

For more information on the different view options, see "Viewing and selecting assets" on page 11.

Advanced search

Clicking the "Advanced Search" link in the "Quick links" widget on the home page screen will make an stack panel appear in the left hand side of the screen, where one of the panels are Advanced Search. Clicking the Advanced Search panel in the left hand side panel gives you a search panel with multiple search options. Enter your search criteria and click the Search button. To reset already entered search criteria, simply just click the Reset button.



The different search options are described below.

Main search

This is a broad search that will search for name and ID and attribute value valid for assets.

Suggestions will appear as you type. You can select one of the suggestions by clicking it.

Search Below

Here you can select the folder that you want to search below. Click the hierarchy icon, expand the folder hierarchy and select the relevant folder. The folder name will now be displayed in the value box. If you want to remove the search below criteria, click the hierarchy icon and select the Clear option.

The default value is all folders that you are privileged to see.

Assets Types

You can select the Asset type(s) you would like to search for. Click one or more of the asset types in the list (use ctrl / shift key to multi select) to select the asset types.

The default value is all asset types.

Referenced by Product

In some cases assets are referenced by a product. You can search for such referenced assets by entering the id or name of product that references the asset(s).

Suggestions will appear as you type. You can select one of the suggestions by clicking it.

Uploaded after

To search for assets uploaded after a specific date, click the calendar icon, and click a date in the calendar. You can go back / forth in month by clicking the double arrows to the right and left of the month.

If you want to remove the Uploaded after criteria, click the calendar icon and select the Clear option.

Uploaded before

To search for assets uploaded before a specific date, click the calendar icon, and click a date in the calendar. You can go back / forth in month by clicking the double arrows to the right and left of the month.

If you want to remove the Uploaded after criteria, click the calendar icon and select the Clear option.

Additional search Criteria

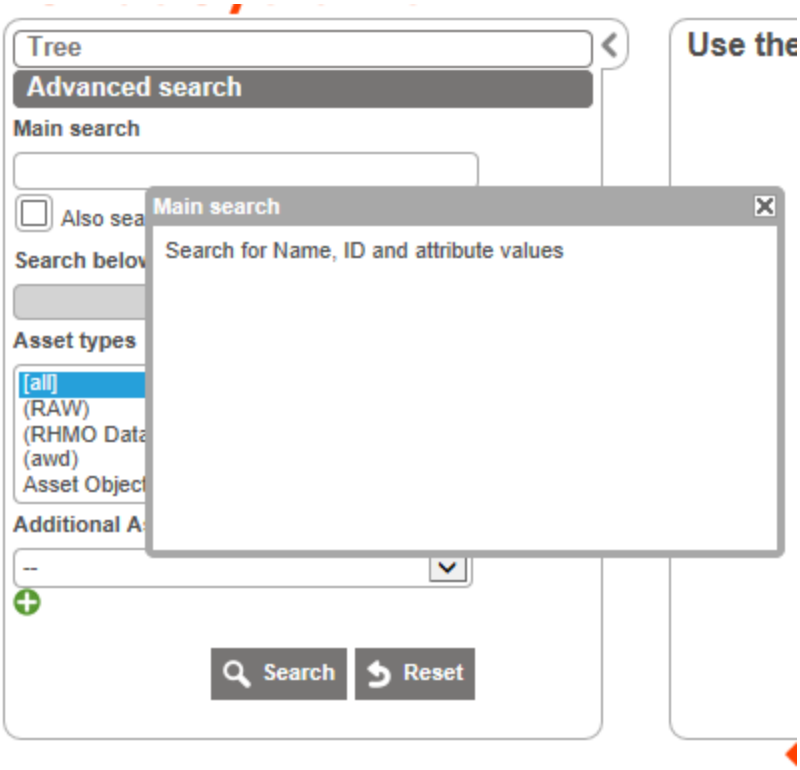
Besides the above listed search options a set of other search options are available in the Additional search criteria drop down list. Selecting one of these search options gives you a text box or a list (depending on the search option you have selected) to let you specify the search criteria. You can add multiple extra search option by clicking the green plus icon. This will give you the list of additional search options again.

Suggestions will appear as you type in text boxes. You can select one of the suggestions by clicking it.

In selection boxes you use ctrl / shift key to multi select if the search option supports multi values.

Getting help

For some of the search options context help is available. Moving the cursor over the label will cause a info icon to appear. Clicking this icon will make a help text box appear.



Search statistics and search results

Once a search has been executed a search statistics page will appear. From this page you can chose to see the whole search result or you can choose to narrow down the search result in terms of asset types.

The search statistics page shows how many hits the search gave in total and also how the hits are distributed on Asset Types. You can click one of the asset types to narrow down the search result so that it only shows the result of that particular asset type. Or you can select All to see the whole search result.

To learn more about how the search results can be viewed and selected, see "Viewing and selecting assets" below.

Viewing and selecting assets

There are three different view modes when viewing asset. These viewing modes are available when browsing through the Tree hierarchy, investigating a search result or looking at the content of the Basket. You can toggle between the three view modes by clicking the relevant view mode buttons.

List View

This view lists the assets in a table showing thumbnail, ID, Name, Asset Type, File extension and asset description.

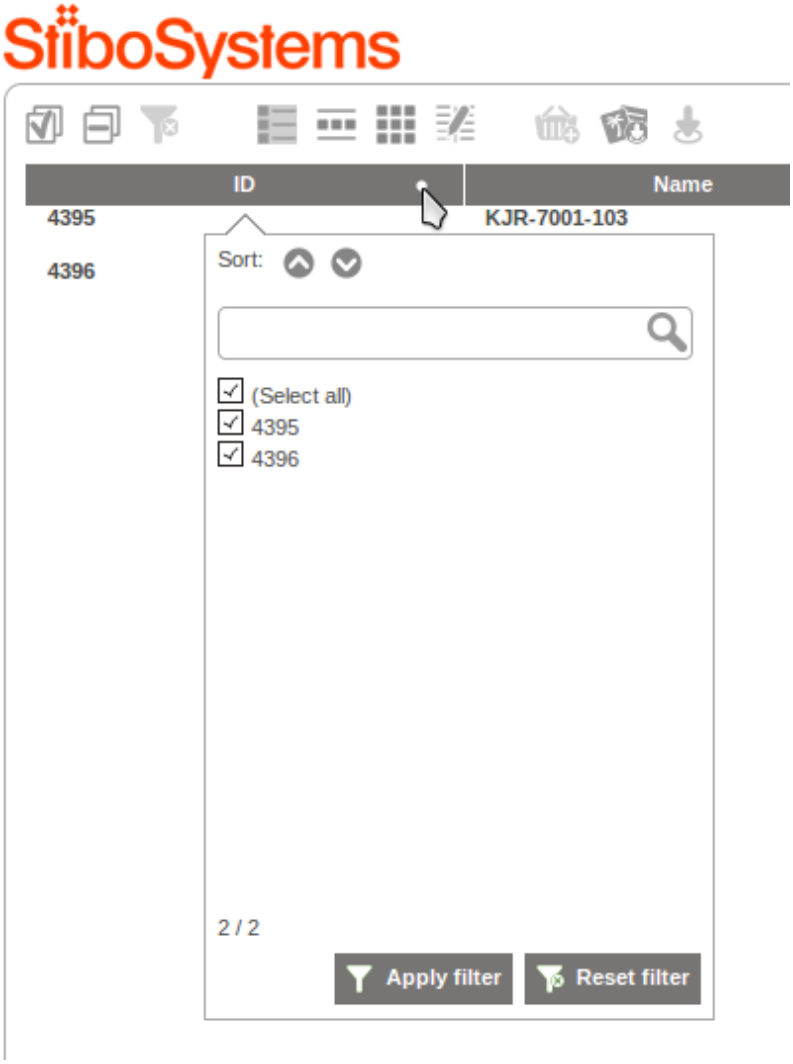
You can select one or more assets. If one or more assets have been selected you can download the assets or add them to Basket. For more information on downloading assets , see "Downloading assets" on page 16 and for information on adding assets to Basket, see "Adding assets to Basket" on page 14

To select all, click the Select All link in the tool bar. To deselect all click the Clear selection link tin the tool bar.

To jump to an Asset detail editor screen you must click the ID of the asset (highlighted with bold text).

You can sort the list by any of the columns in the list by clicking the sorting / filtering icon next to the header labels in the table.

This will open a dialog where you can choose sort the column ascending or descending or apply a filter to only display certain values.



Filmstrip View

The filmstrip view displays the assets as thumbnail tiles in a row. Selection and deselection works as in the List view mode.

Gallery View

Here the thumbnail tiles are structured in a grid allowing you to view a lot of thumbnails at a time. Selection and deselection works as in the List view mode.

Select all / Clear selection

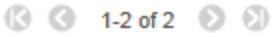
To select all items you can click the Select All link in the tool bar.

This will select and highlight all items, also items not displayed on the current page. For further details on paging, see "Paging" below.

To deselect all items you can click the Clear selection link in the tool bar.

Paging

If a search result, folder or Basket contains more than 25 items, the items will be displayed in multiple pages, To navigate back and forth between these pages use the arrows in the paging tool bar placed below the items in any of the views.



Editing and deleting assets

In the asset detail screen you can edit attribute values for a specific asset. The asset details screen appears when you select an asset in a List View or if you click the ID in the List view. The asset detail screen have two tabs: Asset details and Referenced by.

Asset details tab

Here the Name, ID and attribute values of the selected asset are displayed. Editable values are shown in white text fields.

Referenced By tab

Here the list of Products that references the selected asset are listed.

Save button

Clicking the Save button will save the values of the selected asset to the data base.

Reset button

The Reset button lets you reload the asset values from the server.

Save and approve button

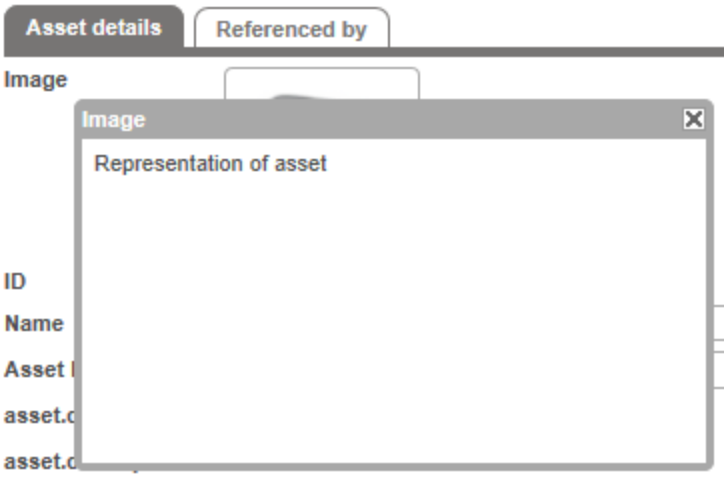
This button saves the values of the selected asset to the data base and also, it moves the selected assets to the Approved Workspace.

Delete button

This allows you to delete the selected asset from the data base.

Getting help

For some of the information displayed at the Asset detail screen context help is available. Moving the cursor over such labels will cause a info icon to appear. Clicking this icon will make a help text box appear.



Basket

The Basket lets you collect assets that you want to investigate and possibly edit or download.

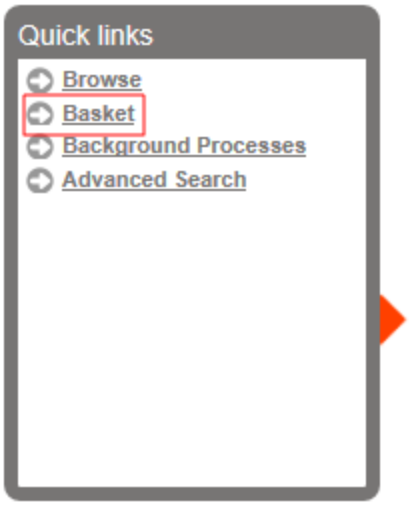
Adding assets to Basket

To add assets to the Basket you must first select one or more asset in the List View, Filmstrip view or Gallery view. Then click the Add to Basket button in the tool bar.

The selected asset(s) are now added to the Basket.

Showing Basket content

To display the content of your Basket, click the "Basket" link in the "Quick Links" widget on the home page screen.



Removing selected assets from Basket

You can remove selected assets from your Basket by selecting the assets, then clicking the "Remove from Basket" button in the tool bar.

Deleting all content of Basket

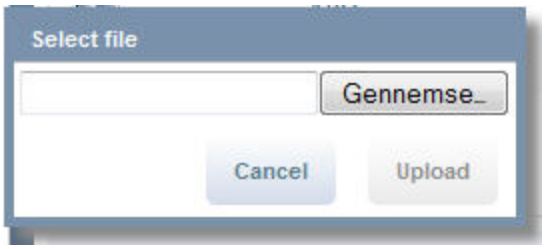
To delete all content of your Basket , first click on the "Select All" button then click the "Clear Basket" button in the Basket panel.

Uploading asset

You can upload an asset to a specific folder:

1. Select the folder in the Tree where you want the asset to be uploaded to.
2. Click the Insert asset button in the tool bar

3. A file chooser appears



4. In the file chooser , select the asset you want to upload and click Upload
5. The asset will now be uploaded into the folder you selected in step 1.

Note: The file name of the asset will be used as the name and the ID of the asset in STEP. However, if ID pattern is set to auto in STEP, this will take precedence.

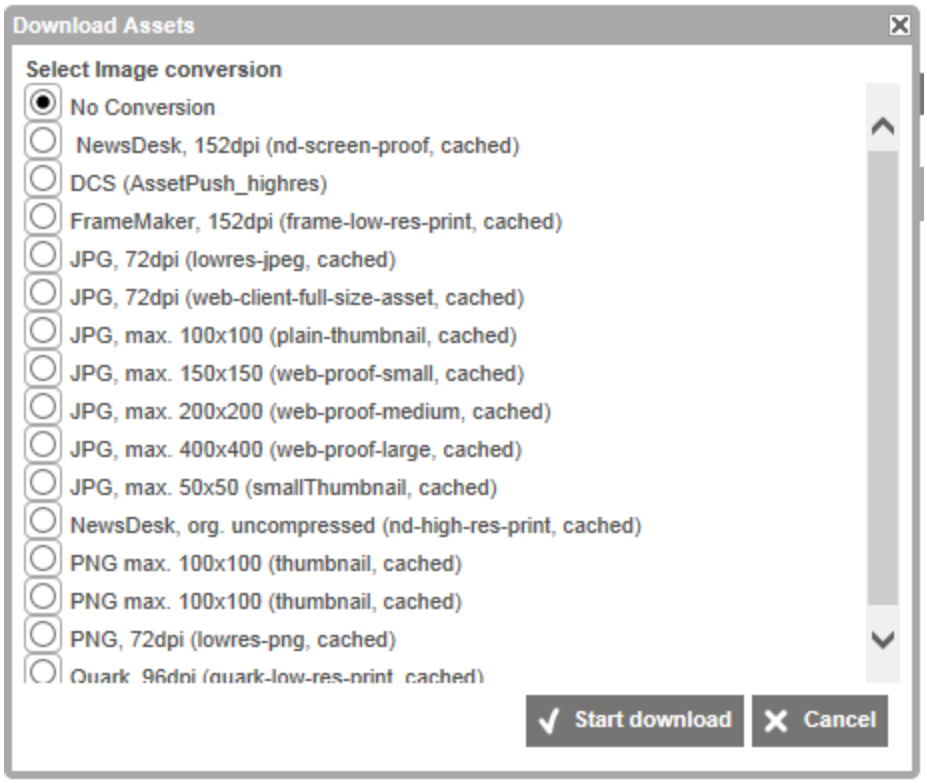
Downloading assets

In STEP Asset Web UI you can download assets to your hard drive and optionally convert images using pre-configured image conversion pipelines. This is done by starting a download job and once the download job is finished you can get the downloadable file.

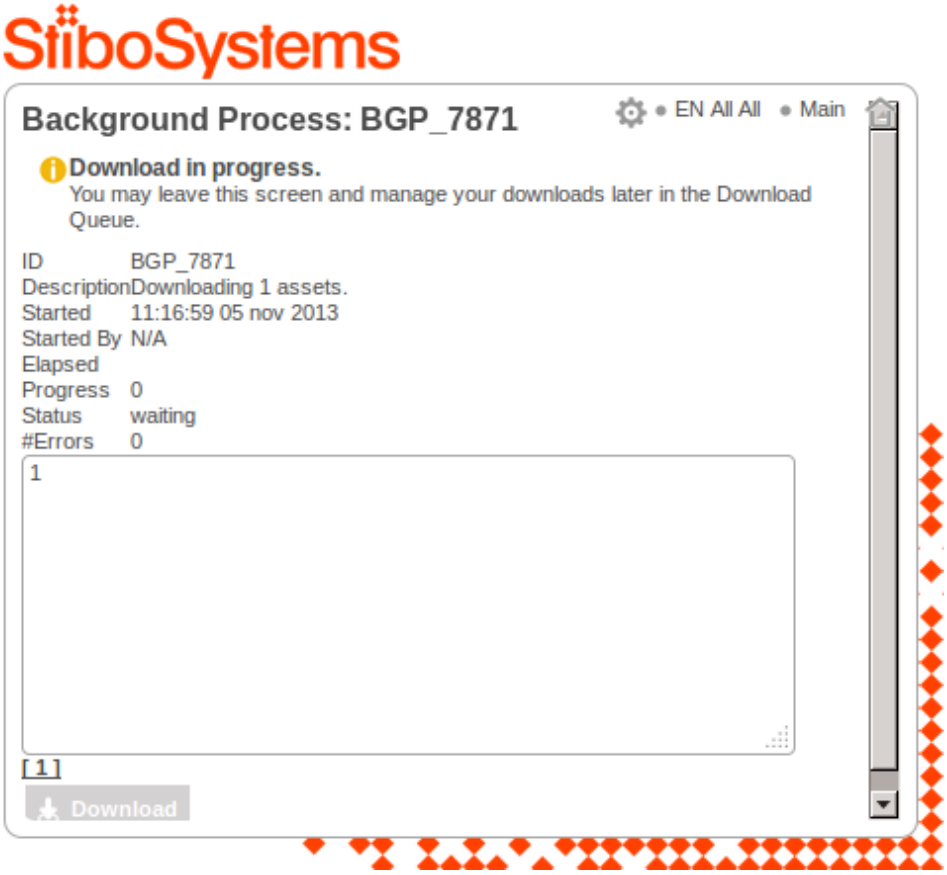
To download one or more assets:

1. In List view, Filmstrip View or Gallery view select one or more assets you wish to download.
2. Click the Download Assets button

3. A Download Assets dialog appears listing the available pipelines on the system.



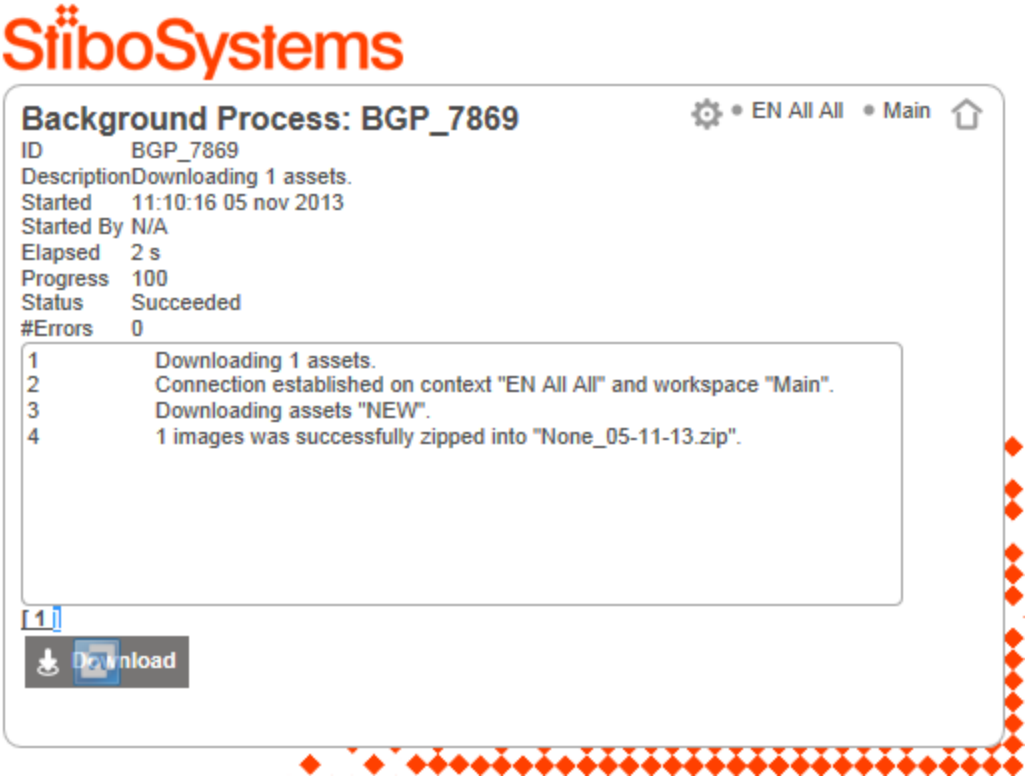
4. If you want to convert images select the pipeline you want to use. If you do not want to use conversion leave the radio button on No Conversion (default option).
5. Click Start Download button.
6. A Download detail screen appears and a download job will now start.



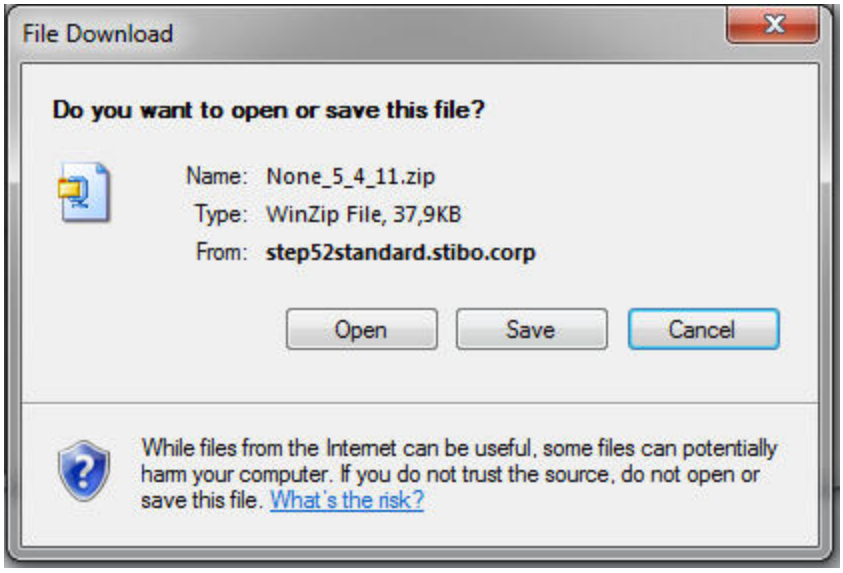
Important: You do not have to wait for the download job to finish. You can work as normal while the download job is executed and return to the download detail screen at a later time to get the download file.

Note: Assets will be placed in a zip file that you can download once the download job has finished.

Note: The download job will be placed in a download list. Open a download job in the list to view details of the download job and to download the zip file.



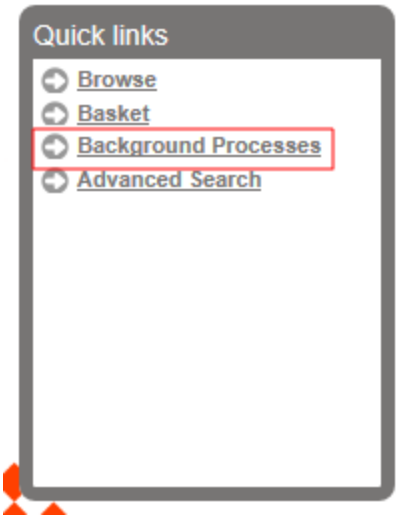
7. Once the download job has finished you can download the zip file by clicking the Download button.
8. A File Download dialog appears.



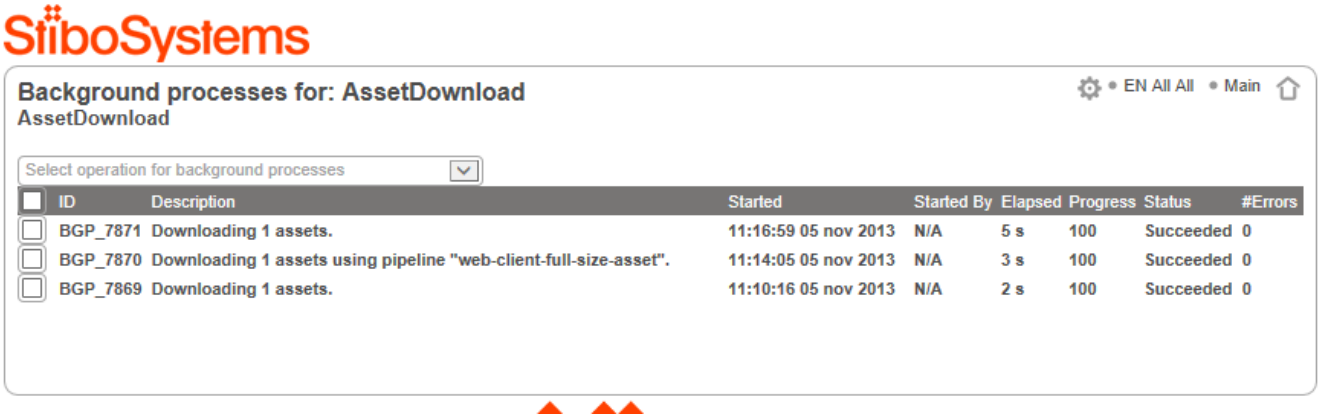
9. You can now either open the zip file or download it to you hard drive.

Show Download list

All your download jobs are placed in a list. To display the download list click on the "Background Processes" link in the "Quick Links" widget on the home page screen.



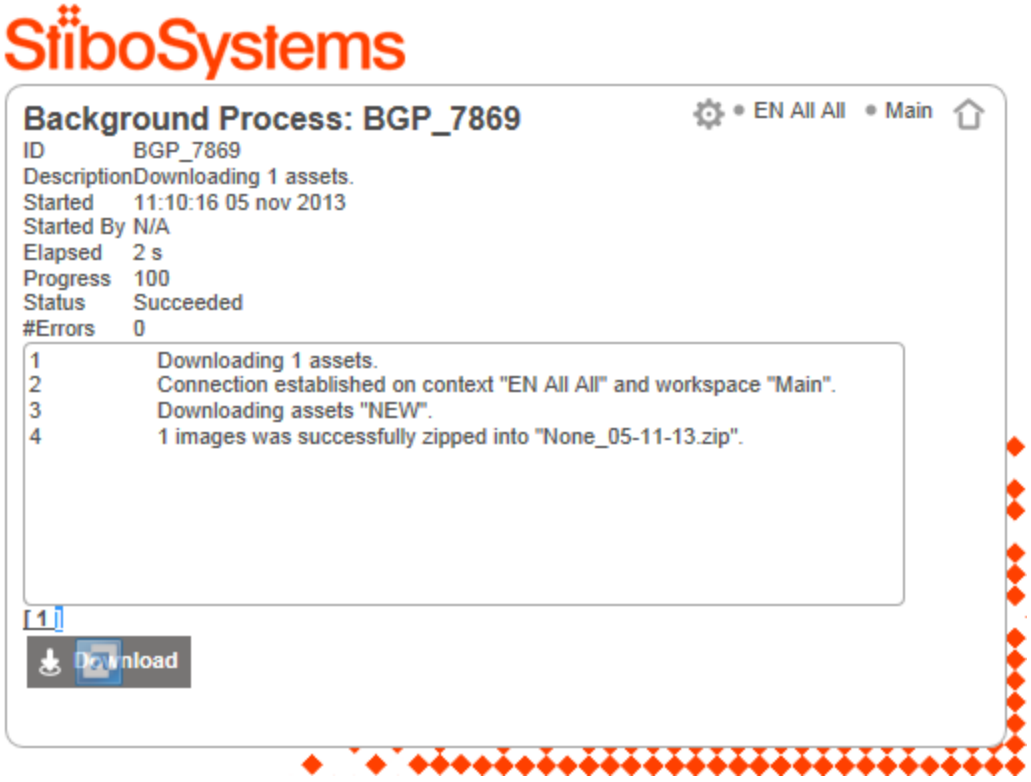
This will display the list of your download jobs.



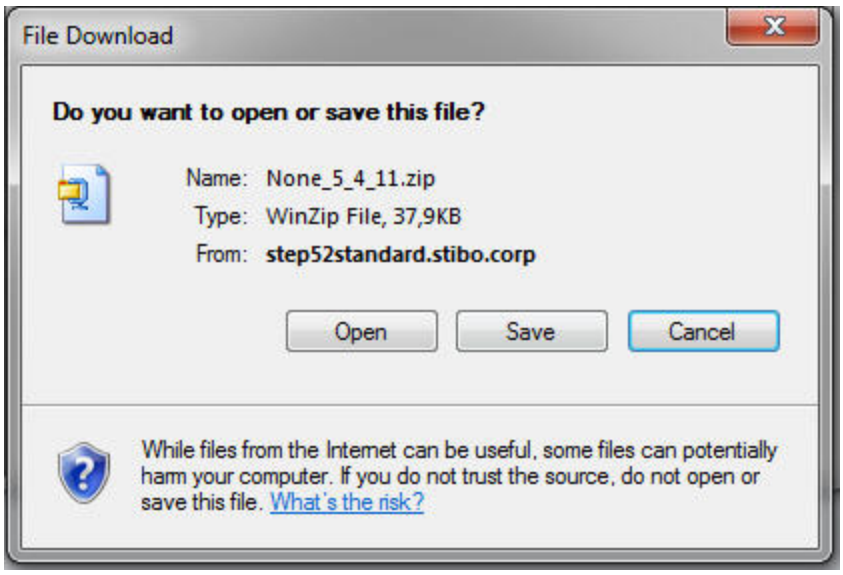
Downloading the zip file from the Download list

You can always download a zip file from a finished download job. To download the zip file:

1. Click on the relevant download job in the list
2. A download detail screen appears



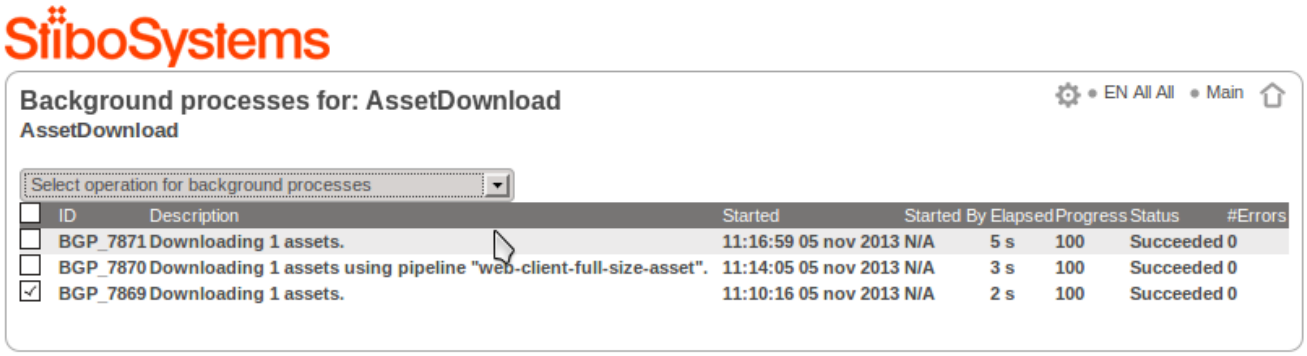
3. Click the Download button
4. A File Download dialog appears



5. You can now either open the zip file or download to your hard drive

Deleting download jobs

To delete download jobs, tick the check box next to the download job you want to delete. In the "Select operations for download processes" select Delete.



Tip: You can select all download jobs in the list by clicking the checkbox in the upper left corner of the download list.

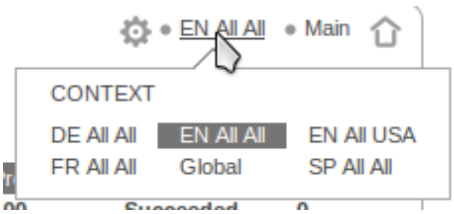
Corner Bar

On all screens (except the home page screen), there is a menu in the top right corner. This can be used to enter the Web UI designer, change context / workspace or navigate to the home page screen.

Changing context

To change the context click the current context indicator in the corner bar.

The panel will slide down and you can now select the context you want.

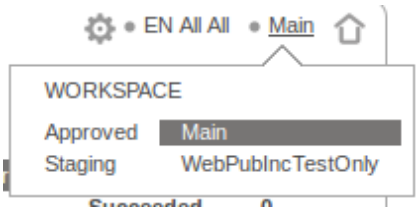


Clicking on one of the contexts will make the panel slide up again and the name of the current selected context will be displayed on the button.

Changing workspace

To change the workspace click the second left button in the top bar settings panel.

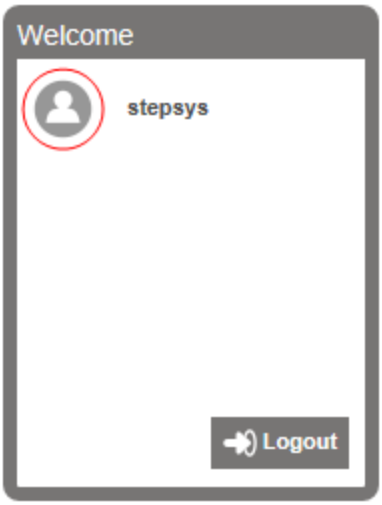
The panel will slide down and you can now select the workspace you want.



Clicking on one of the workspace will make the panel slide up again and the name of the current selected workspace will be displayed on the button.

User details

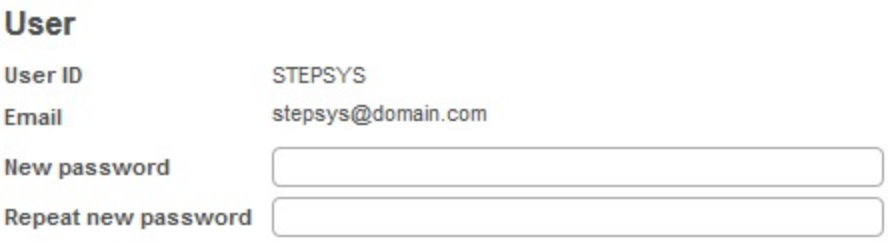
The user ID and e-mail address of the current user can be found by clicking on the user icon in the Welcome widget on the home page screen.



This make the User detail screen to appear.

Change password

In the User detail screen you can change your password.

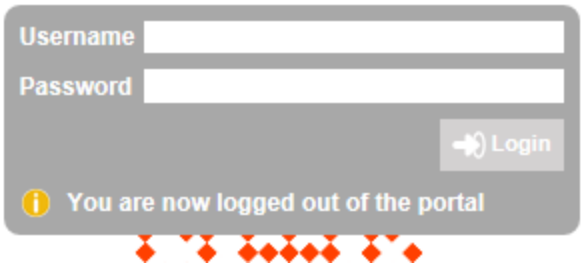


1. Enter you current password in the "Old password" field.
2. Enter your new password in the "New password" field
3. Enter your new password in the "Repeat new password" field.
4. Click the Save button

Your new password has been saved and will take effect on next login.

Log out

To log out of the Web UI you must click the "Logout" button on the Welcome widget on the home page screen.

This will log you out and take you to the login screen.

StiboSystems