



Focal Point User Guide



New Focal Point Digital Asset Hub is now live

Don't forget to create a new account for each brand

Sign in using your email and password after you have enrolled as a new user

Welcome to ResourceSpace, please log in...

[Click here to apply for an account](#)
[Click here if you have forgotten your password](#)

Language: American English

Username:

Password:

☐ Keep me logged in at this workstation

Everything related to core brand: photography, uniforms, packaging

Brand Assets

Store Design

Store graphics, menuboard

Local Store Marketing

LSM toolkit, Grand Opening

Promotions

Everything tied to LTO's including social and videos

CINNABON

Featured collections | My collections | Recently added | My contributions

Featured collections ▶ Cinnabon



Highlighting some functionalities of the site

Featured collections | My collections | Recently added | My contributions

Found: Display: Sort order: Collection of resources

Q4 Dulce DeLeche Promo Panel_48x24

View all results

Resource tools

File information	File size	Options
Original PNG File 7201 x 3601 pixels (25.93 MP) 61 cm x 30.5 cm @ 300 PPI	29.5 MB	Download
High resolution print 7201 x 3601 pixels (25.93 MP) 61 cm x 30.5 cm @ 300 PPI	4.4 MB	Download
Low resolution print 2000 x 1000 pixels (2 MP) 16.9 cm x 8.5 cm @ 300 PPI	571 KB	Download
Screen 1400 x 700 pixels (0.98 MP) 11.9 cm x 5.9 cm @ 300 PPI	325 KB	Download
Preview Full screen preview	325 KB	View

[Add to collection](#) [Share](#)

Resource details

Resource ID	2393	Access	Open	Contributed by	Scott Land	Date	20 July 17
Caption	Q4 Dulce DeLeche Promo Panel_48x24, Dulce DeLeche, Promo Panel						

Various files format options to download

Easy way to “bookmark” your favorite files and quick find on the bottom “Current Collections” tab

Ability to share files via email with users who do not have a Focal Point account

Current collection (3 items):
My Collection

Actions:

Hide thumbs

Q4 Dulce... Q4 Dulce... Q4 Dulce...

Back to resource view

E-mail resource

Quickly share this resource with other users by email. A link is automatically sent out. You can also include any message as part of the email.

Resource title: Q4 Dulce DeLeche Posters_22x28-01

Resource ID: 2393

Message:

E-mail to users: (start typing username / full name)

For existing users start typing the user's name to search, click the user when found and then click plus


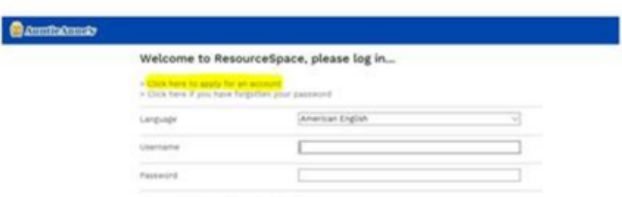

For non-registered users type the e-mail address then click plus

If you are e-mailing external users, please select the level of access you would like to grant to this resource.

If you are e-mailing external users, please select an expiration date for the generated URL.

<http://focusbrandsintl.primarycolor.com>

- Select your brand, click on the highlighted link and complete the form. You will receive an email notification once your account has been approved



- 
- 
- 



Password change


You can change your password once logged in..

In the upper right hand corner, click on your name.

 KARLA NARANJO |  Log out

Select: Change my Password

My account

 Change my password

Update desired password

Change my password

Current password

New password

New password (retype)

Save

1

Let's say I want to download the entire Preview folder from this location below.

Featured collections » Cinnabon » Store Design » NEW BakeShop Design » Signage

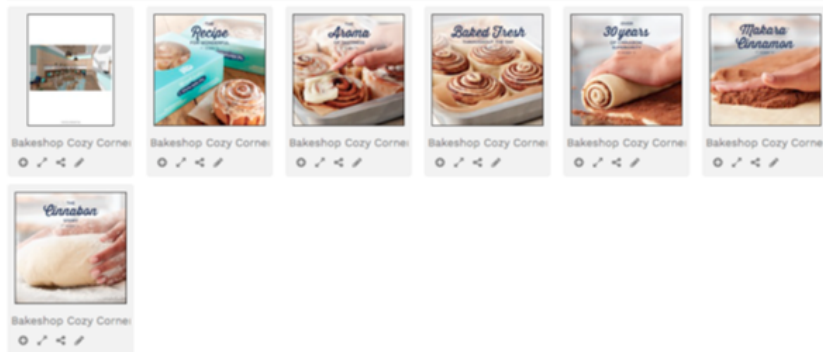


2

I click on the Preview folder, below presents all the contents of this folder

Featured collections » Cinnabon » Store Design » NEW BakeShop Design » Signage » Preview

You found: 7 resources Display: Sort order: Collection order DESC Per page: 48 Actions:

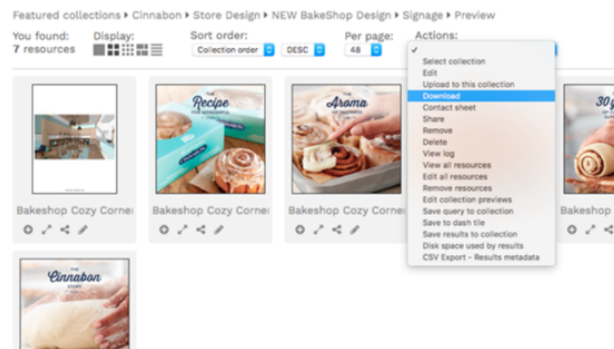




Download entire folder (continued)

3

In the Actions Dropdown Tab – Click on “Download”



4

In Download Size, select “Original” from the drop down (note: If you are looking for screen resolution, you can enter these other selections, but generally you want the original).
Select Download.

Download collection as an archive

Download size

☒ Original
☐ High resolution print (6 of 7 are available)
☐ Low resolution print (6 of 7 are available)
☐ Screen

Use original if selected size is unavailable?

Include metadata CSV file to the archive? ☐

Embed resource metadata in the downloaded file(s)? ☐

Download

5

After selecting Download, a zip file will automatically start downloading with all the contents of the folder.



Searching for files

1 Select your brand



2 Log in with your username and password



Welcome to ResourceSpace, please log in...

> [Click here to apply for an account](#)
> [Click here if you have forgotten your password](#)

Language	<input type="text" value="American English"/>
Username	<input type="text"/>
Password	<input type="password"/>

Keep me logged in at this workstation ☒



Searching for files (continued)

- 3 Select folder where asset you are looking for is housed in, or type in Key word on “simple Search” box



[Featured collections](#) | [Recently added](#) | [Knowledge Base](#) | [Upload](#)

[Fernanda Barella](#) **4** | [Admin](#) | [Log out](#)

Featured collections ▶ Carvel

Brand Assets

Local Store Marketing

Promotions

Store Design

Simple search

Search using descriptions,
keywords and resource numbers

- ☒ Photo
- ☒ Document
- ☒ Video
- ☒ Audio

By date

Any year ▼

Any month ▼

Clear

Search

Geographic search

Advanced search

2. You can download high or low resolution files

Q2 Throwback Birthday Cake Poster 22x28 1.png ← View all results → ↗ ✕



Uptown Flavors
FROM THE *Old Neighborhood*

BIRTHDAY CAKE SHAKE
BIRTHDAY CAKE SUNDAE DASHERS
BIRTHDAY CAKE SCOOPED

Carvel
AMERICA'S FRESHEST ICE CREAM

Carvel
NEW YORK'S FAVORITE ICE CREAM

Resource tools

File information	File size	Options
Original PNG File 3301 × 4200 pixels (13.86 MP) 27.9 cm × 35.6 cm @ 300 PPI	15.3 MB	Download
High resolution print 3301 × 4200 pixels (13.86 MP) 27.9 cm × 35.6 cm @ 300 PPI	2.2 MB	Download
Low resolution print 1572 × 2000 pixels (3.14 MP) 13.3 cm × 16.9 cm @ 300 PPI	595 KB	Download
Screen 629 × 800 pixels (0.5 MP) 5.3 cm × 6.8 cm @ 300 PPI	141 KB	Download
Preview Full screen preview	141 KB	View

[Add to collection](#)
[Share](#)
[Edit](#)
[Delete](#)
[Manage alternative files](#)
[Log](#)
[Transform](#)

4


Once you have found your file you can
1. Add to your collection: file will be on page footer
so you can have quicker access to it

Carvel AMERICA'S FRESHEST ICE CREAM

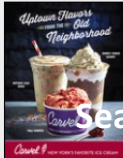
Featured collections | Recently added | Knowledge Base | Upload

Featured collections ▶ Carvel ▶ Promotions ▶ Current Promotions ▶ Preview

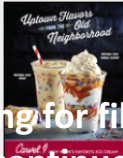
You found: 42 resources Display: Sort order: Collection order ▼ | DESC ▼ Per page: 48 ▼ Actions:




Q2 Throwback Counters




Q2 Throwback Counters




Q2 Throwback Birthdays




Q2 Throwback Birthdays




Q1 Spicy Fudge




Q1 Spicy Fudge Chai...



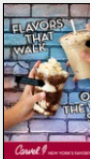
Q1 Spicy Fudge Chai...




Q1 Spicy Fudge Chai...



Q1 Spicy Fudge Chai...



Q1 Spicy Fudge Chai...



Q2 Throwbac...

Current collection (1 item):
My Collection ▼

Actions:

Hide thumbs