



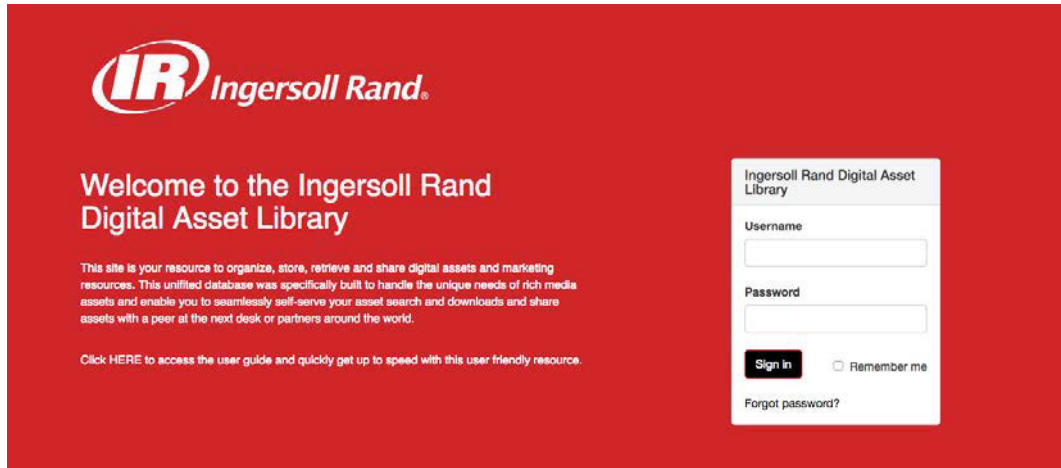
Welcome to the Ingersoll Rand
Digital Asset Library

Digital Asset Library User Guide

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Login

For standard login page access, go to digitalassets.ingersollrand.com and enter your username and password. Note that both the user name and password are case sensitive.



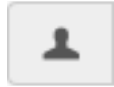
You may also access from the North American Ingersoll Rand Media Center where you can order marketing literature. From that site, click the “Digital Assets” link and you will be passed into the Digital Asset Library.

Single Sign-On (Miranda to add instructions once ready)

If you have forgotten your password, click the “Forgot password” link and you will be sent an email to reset it.

NOTE: For best results and user experience, please use recent versions of Chrome, Firefox and Safari. Microsoft Edge is a web browser developed by Microsoft and included in Windows 10 and Windows 10 Mobile, replacing Internet Explorer as the default web browser on all device classes. Internet Explorer is being phased out.

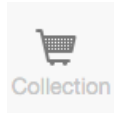
Digital Asset Library Navigation Icon Definitions



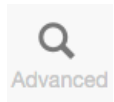
User Profile –This allows the user to change their password and other profile information. When clicking this icon in the upper right it will display a dropdown menu and provide the option to logout of the system or click the log out icon in the top menu bar.



Home or Top Level –This icon will take a user back to the main directory or top level of access for their account.



Collection – This icon located at the top right of the page when selected will navigate the user to the collection page.



Advanced Search - Select Advanced Search Display from the drop-down menu to navigate to this page to perform advanced searches.



Upload –The upload icon allows a user with upload privileges to upload files thru the Organize interface.



Navigator open display – This reflects that the navigator is open revealing the left navigation tree.



Navigator closed display –This reflects that the navigator is closed, closing the left navigation tree.



Browse Folder By selecting the browse folder icon when you hover over the folder, the user will start navigating into a directory and the contents of that directory will be displayed.

Actions

Actions Button – Displays the action icons under the thumbnails of assets.

Dates

Dates Button – Displays the system dates for an asset under the thumbnail view of the asset.

Details

Details Button – Displays the meta data for an asset under the thumbnail view of the asset.



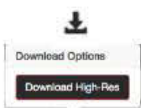
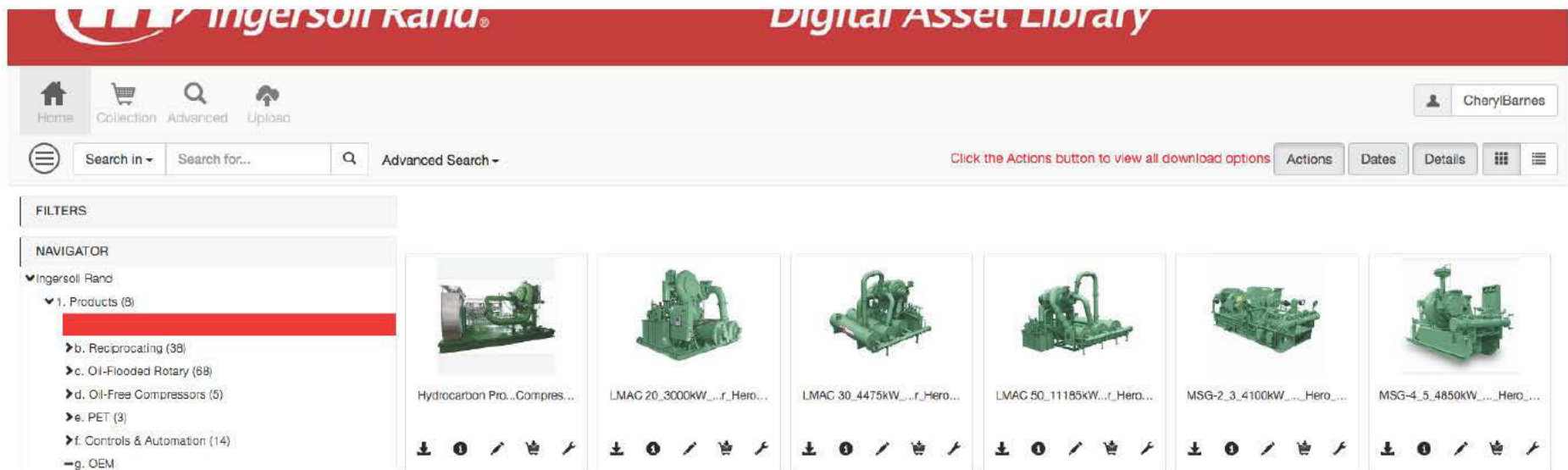
Short View – The short view allows the user to display the asset's thumbnails on a page.



List View – This view will display the asset name and the action icons on a page without a thumbnail and as a list.

Digital Asset Library Image Icon Definitions

Once you are in a directory of images as shown below, clicking the “Actions” button will expose image icons. These icons appear under the thumbnail image and are explained below.



Download Hi Res – Download hi res – By selecting the arrow located under the thumbnail of the asset, it will display a drop down menu. Select the appropriate file format to download the image asset, these are for image format files only. FPO will download a low res .tif file. The JPEG, GIF, EPS and PNG formats may have a set resolution applied to them. High res download is for all other file formats.



Info – Located under the thumbnail of the asset, this will display the details view page. The detail view page contains the meta data, system data of the asset, the history of events on the asset and any dates associated with the asset.



Annotations – This icon located under the thumbnail of the asset, will allow you to type in annotations/markup on the file and save them for review by other users.



Collection – This icon located under the thumbnail of the asset, when clicked it will add the asset to the collection. The icon will change colors reflecting that it is in the collection. Clicking this icon again will remove the asset from the collection.



Manage Files – Located under thumbnail of the asset this will allow you to manage files; move, rename, delete, copy.



Move File – Allows you to move the file and located within the manage files.



Copy File – Allows you to copy the file and located within the manage files.



Rename File – Allows you to Rename the file and located within the manage files.



Delete File – Allows you to delete the file and located within the manage files.



Close Manage File – Allows you to close the icons for managing files.

Changing your Password

Password field only allow : a-z
0-9

[Logout](#)

Old Password

Password

Password (again)

[Change Password](#)

Archive Format

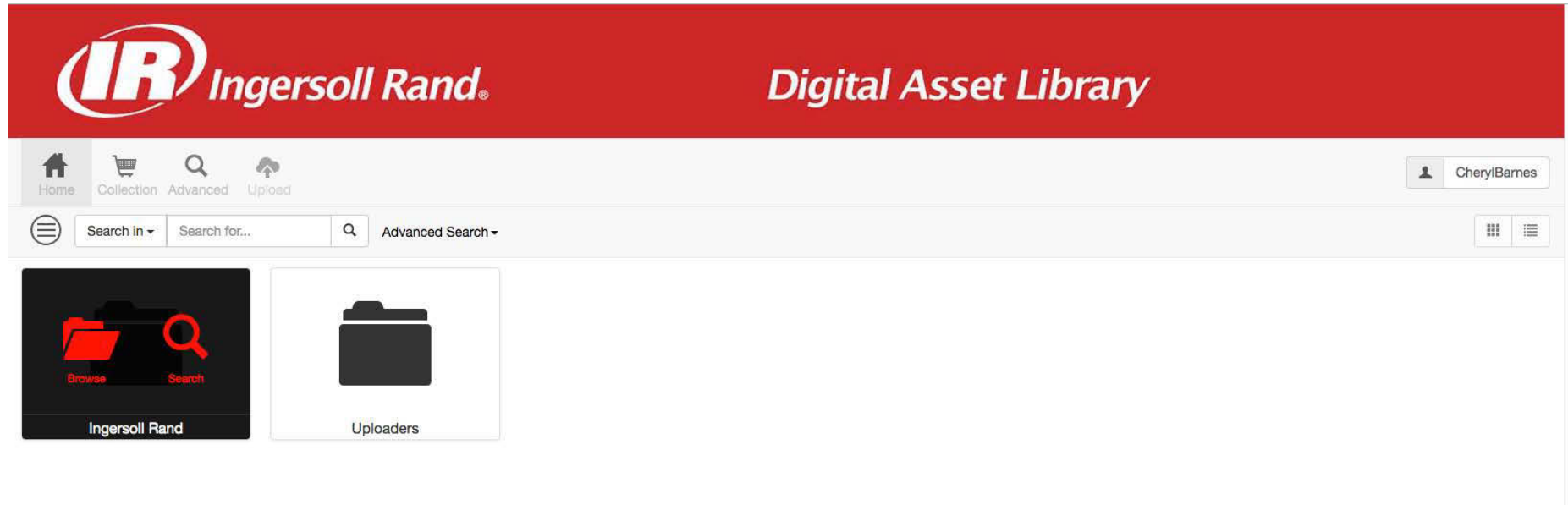
[Save](#)

Select the user profile icon in the top right next to your name. An new window will open as shown on the left where you can change your password.

From this window, you can also set the format for how you would like your collection of files to be prepared for download. The formats are shown below.

- Unwrapped (Omits Macintosh Resources)
- Mac ZIP (Includes Macintosh Resources)
- Uncompressed Mac ZIP
- ✓ Stuff It
- PC ZIP (Omits Macintosh Resources)
- Uncompressed PC ZIP

Navigating the Digital Asset Library



Once you have logged in you will be presented with the directories you have been approved to access. These will appear as folder icons in your main display area. Mouse over the folder to select to browse into the folder directory structure or select search for the advanced search feature.

Navigating the Digital Asset Library

The screenshot shows the Ingersoll Rand Digital Asset Library interface. At the top, there is a red header with the Ingersoll Rand logo and the text "Digital Asset Library". Below the header, there is a navigation bar with icons for Home, Collection, Advanced, and Upload, and a user profile for Cheryl Barnes. A search bar is present with a "Search for..." field and an "Advanced Search" dropdown. A sidebar on the left contains "FILTERS" and a "NAVIGATOR" section with a tree view of categories. The main content area displays a grid of folder icons labeled "a. Centrifugal", "b. Reciprocating", "c. Oil-Flooded Rotary", "d. Oil-Free Compressors", "e. PET", "f. Controls & Automation", "g. OEM", and "h. Air Treatment". A red box highlights the "Ingersoll Rand" category in the navigator, and two red arrows point from this box to the search bar and the "Advanced Search" dropdown.

Once you have logged in you will be presented with the directories you have been approved to access. These will appear as folder icons in your main display.

Click a folder to browse the assets in that category. **Enter** something into the simple search field to perform a simple search or **click** advanced search to do a single or multi-filtered search to narrow and fine tune the results of what you are looking for. We will review in detail how to do Advanced Searches on page 50.

Navigating the Digital Asset Library

The screenshot shows the Ingersoll Rand Digital Asset Library interface. At the top, there is a red header with the Ingersoll Rand logo and the text "Digital Asset Library". Below the header, there is a navigation bar with icons for Home, Collection, Advanced, and Upload, and a search bar. A user profile "CherylBarnes" is visible in the top right. The main content area shows a breadcrumb trail: "Top Level / Ingersoll Rand / 1. Products / h. Air Treatment". A sidebar on the left contains "FILTERS" and a "NAVIGATOR" with a tree view of folders like "1. Products (8)", "a. Centrifugal (41)", "b. Reciprocating (38)", "c. Oil-Flooded Rotary (68)", "d. Oil-Free Compressors (5)", "e. PET (3)", "f. Controls & Automation (14)", "g. OEM", "2. Services (5)", "3. Parts and Accessories (5)", and "Uploaders". The main area displays a grid of product image thumbnails. A red arrow points to an "Actions" button in the top right of the grid, with a red box highlighting the "Actions" button in the top right of the interface.

Once you have logged in and selected a product category folder, you will all the image thumbnails appear. **Click** the actions button so that your action icons will be visible under the product image thumbnail images at all times. These will remain on unless you click the button again to turn them off.

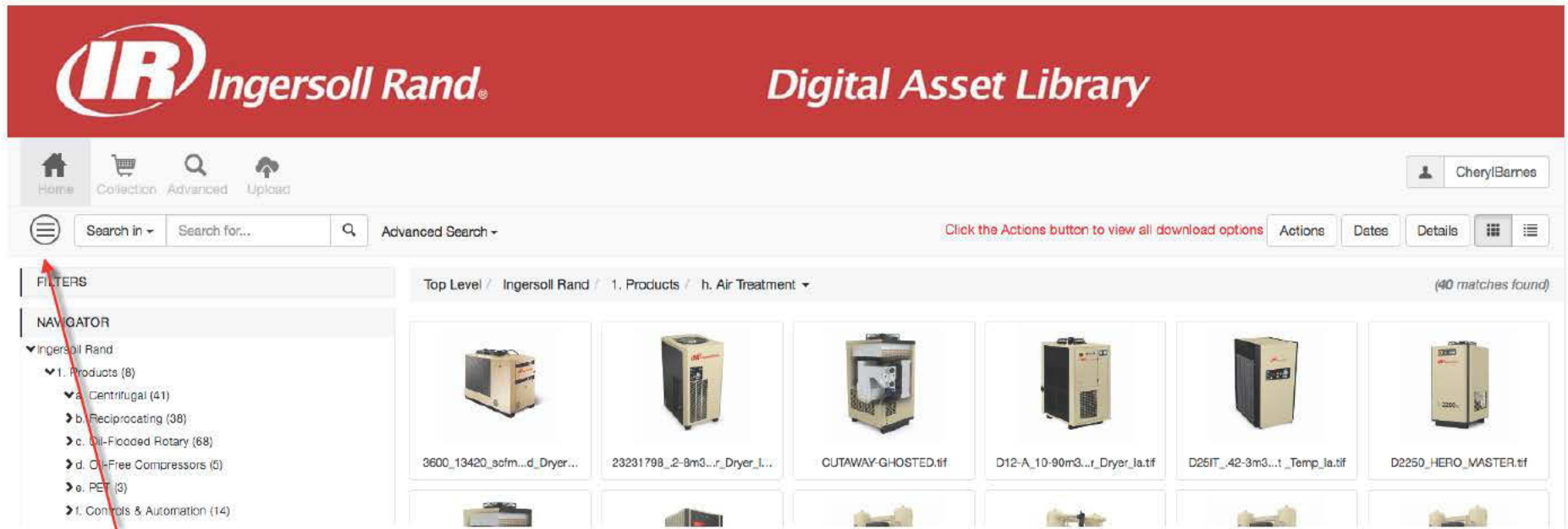
You can also navigate by clicking on the folders or listing in the left navigation. Folder names will display the combined number of folders and files within them to the right of the folder name. Once you browse to a folder level that contains files they will be displayed in the main area.

Navigating the Digital Asset Library

The screenshot displays the Ingersoll Rand Digital Asset Library interface. At the top, the Ingersoll Rand logo and "Digital Asset Library" title are shown. Below the header is a navigation bar with icons for Home, Collection, Advanced, and Upload, along with a user profile for Chery/Barnes. A search bar is present with a search icon and a search input field. To the right of the search bar are buttons for "Advanced Search", "Click the Actions button to view all download options", "Actions", "Dates", "Details", and a grid/list toggle. The main content area shows a breadcrumb path: "Top Level / Ingersoll Rand / 1. Products / h. Air Treatment -" with "(40 matches found)" to the right. A red arrow points to the "h. Air Treatment" link in the breadcrumb path. Below the breadcrumb path is a grid of asset thumbnails. Each thumbnail includes an image of a piece of equipment, a filename, and a set of action icons (download, info, edit, delete, share).

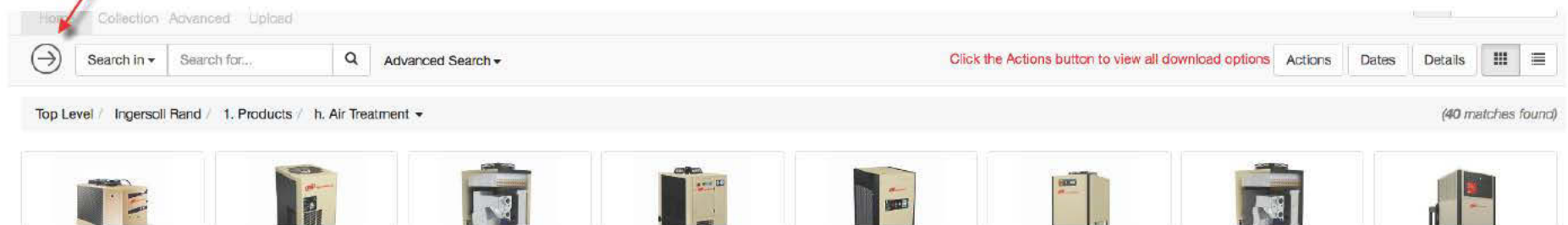
After clicking through folders, the system will display the **breadcrumb** path that you have navigated through. You may click on any of these to navigate backwards to the previous level.

Navigating the Digital Asset Library



The **hamburger** (or club) navigator icon will control the opening and closing of the left navigation. Clicking this icon will open and close it. This is the open view.

When **closed**, then more digital assets will be displayed in the space previously occupied with the left navigation as shown below. Open and close to see how this works.



Navigating the Digital Asset Library

IR Ingersoll Rand® Digital Asset Library

Home Collection Advanced Upload CherylBarnes

Search in Search for... Advanced Search Click the Actions button to view all download options Actions Dates Details

FILTERS

NAVIGATOR

- Ingersoll Rand
 - 1. Products (8)
 - a. Centrifugal (41)
 - b. Reciprocating (39)
 - c. Oil-Flooded Rotary (58)
 - d. Oil-Free Compressors (5)
 - e. PET (3)
 - f. Controls & Automation (14)
 - g. OEM
 - 2. Services (5)
 - 3. Parts and Accessories (5)
- Uploaders

COLLECTION FOR CHERYLBARNES

Top Level / Ingersoll Rand / 1. Products / h. Air Treatment (40 matches found)

3600_13420_scfm...d_Dryer...	23231798_2-8m3...r_Dryer_L...	CJTAWAY-GHOSTED.tif	D12-A_10-90m3...r_Dryer_la.tif	D25IT_42-3m3...t_Temp_la.tif	D2250_HERO_MASTER.tif
Created on Mon, 21 May, 2018 08:55:17 AM	Created on Mon, 21 May, 2018 09:00:10 AM	Created on Mon, 21 May, 2018 09:56:08 AM	Created on Mon, 21 May, 2018 10:15:34 AM	Created on Mon, 21 May, 2018 10:30:00 AM	Created on Mon, 21 May, 2018 12:22:52 PM
Last modified Tue, 17 Jul, 2018 07:29:51 AM	Last modified Tue, 17 Jul, 2018 07:32:51 AM	Last modified Tue, 17 Jul, 2018 07:42:01 AM	Last modified Tue, 17 Jul, 2018 07:48:58 AM	Last modified Tue, 17 Jul, 2018 07:57:31 AM	Last modified Mon, 23 Jul, 2018 04:59:33 PM
Last accessed Tue, 17 Jul, 2018 07:29:58 AM	Last accessed Tue, 17 Jul, 2018 07:32:50 AM	Last accessed Tue, 17 Jul, 2018 07:42:00 AM	Last accessed Tue, 17 Jul, 2018 07:48:57 AM	Last accessed Tue, 17 Jul, 2018 07:57:30 AM	Last accessed Tue, 17 Jul, 2018 08:06:29 AM

The **Dates** button will display your system date information. You may click this button to turn this data on and off.

Navigating the Digital Asset Library

IR Ingersoll Rand Digital Asset Library

Home Collection Advanced Upload CherylBarnes

Search in Search for... Advanced Search Click the Actions button to view all download options Actions Dates **Details**

Top Level / Ingersoll Rand / 1. Products / h. Air Treatment (40 matches found)

FILTERS

NAVIGATOR

- Ingersoll Rand
 - 1. Products (9)
 - a. Centrifugal (41)
 - b. Reciprocating (38)
 - c. Oil-Flooded Rotary (69)
 - d. Oil-Free Compressors (5)
 - e. PET (3)
 - f. Controls & Automation (14)
 - g. OEM
 - 2. Services (5)
 - 3. Parts and Accessories (5)
- Uploaders

COLLECTION FOR CHERYLBARNES

Asset ID	Description	Keywords	Descriptive Words	Source	Instructions	usage_end_date
3600_13420_scfm...d_Dryer...						0000-00-00 00:00:00
23231798_2-8m3...r_Dryer_L...						0000-00-00 00:00:00
CUTAWAY-G-HOSTED.tif		Dryer				0000-00-00 00:00:00
D12-A_10-90m3...r_Dryer_la.tif						0000-00-00 00:00:00
D25IT_42-3m3...t_Temp_la.tif						0000-00-00 00:00:00
D2250_HERO_MASTER.tif	Clean, Dry Air at a Lower Operating Cost Our new refrigerated dryer design has improved performance to give you superior air quality and throughput, with a lower cost of operation.	Cycling Refrigerated Dryer; DEC Refrigerated Dryer; D2250EC; Next Gen Refrigerated Dryer;	D2250EC			usage_end_date

The **Details** button will display meta data information for each asset. You may click this button to turn this data on and off.

Navigating the Digital Asset Library

The screenshot shows the Ingersoll Rand Digital Asset Library interface. At the top, there is a red header with the Ingersoll Rand logo and the text "Digital Asset Library". Below the header, there is a navigation bar with icons for Home, Collection, Advanced, and Upload. A search bar is present with a search icon and a search button. To the right of the search bar, there are buttons for "Actions", "Dates", "Details", and a view toggle button (currently set to "Grid").

The main content area displays a grid of asset thumbnails. Each thumbnail includes a small image of the asset, a filename, and a set of action icons (download, info, edit, share, delete). A red arrow points from the "Grid" view toggle button to the "List" view toggle button, indicating the transition between views.

FILTERS
Top Level / Ingersoll Rand / 1. Products / h. Air Treatment (40 matches found)

NAVIGATOR
Ingersoll Rand
1. Products (8)
a. Centrifugal (41)
b. Reciprocating (38)
c. Oil-Flooded Rotary (68)
d. Oil-Free Compressors (5)
e. PET (3)
f. Controls & Automation (14)

Asset thumbnails shown:
3600_13420_scfm_4-Dryer...
23231798_2-8m3...r_Dryer...
CUTAWAY-GHOSTED.tif
D12-A_10-80m3...r_Dryer_la.tif
D25IT_42-3m3...t_Temp_la.tif
D2250_HERO_MASTER.tif

The **Icons** button will display your assets thumbnail preview as shown above. Clicking the **List** view button changes the display as shown below.

The screenshot shows the Ingersoll Rand Digital Asset Library interface in list view. The layout is similar to the grid view, but the assets are displayed as a list of rows. Each row contains the asset filename and a set of action icons. A red arrow points from the "List" view toggle button to the "Grid" view toggle button, indicating the transition between views.

FILTERS
Top Level / Ingersoll Rand / 1. Products / h. Air Treatment (40 matches found)

NAVIGATOR
Ingersoll Rand
1. Products (8)
a. Centrifugal (41)
b. Reciprocating (38)
c. Oil-Flooded Rotary (68)
d. Oil-Free Compressors (5)

Asset list items shown:
3600_13420_scfm_noncycling_refrigerated_Dryer_ra.tif
23231798_2-8m3min_Refridgerated_Air_Dryer_la.tif
CUTAWAY-GHOSTED.tif

Navigating the Digital Asset Library



Info – Located under the thumbnail of the asset, will display the details view page as shown below. The detail view page contains the meta data, system data of the asset, the history of events on the asset and any dates associated with the asset.

The screenshot displays the details view for an asset named "3600_13420_scfm_noncycling_refrigerated_Dryer_ra.tif". The interface is divided into several sections:

- Thumbnail Area:** Shows a small image of a yellow refrigerated dryer with a red "IP" logo. Below the image are icons for download, edit, delete, and share.
- Metadata Panel:** A table with columns for "Metadata", "Comments", and "History". The "Metadata" column lists fields: Description, Keywords, Descriptive Words, Source, and Instructions.
- Metadata Table:**

Metadata	Comments	History
Description		
Keywords		
Descriptive Words		
Source		
Instructions		
- Asset Properties Table:**

Created on	Mon, 21 May, 2018 08:56:17 AM
Image Type	TIFF
Width (pixels)	2134
Height (pixels)	2134
File Size	9 Mbytes
Color Space	CMYK
Resolution (dpi)	304.80
Size (in)	7.00 in x 7.00 in
- Zoomed Preview Window:** A larger window titled "3600_13420_scfm...d_Dryer_ra.tif" showing the same image at a higher resolution. It includes a "Save All" button, a "Back" button, and a zoom slider set to 50%.

Clicking the larger preview image above will open a layer window where you can **Zoom** in on the image by clicking the slider.

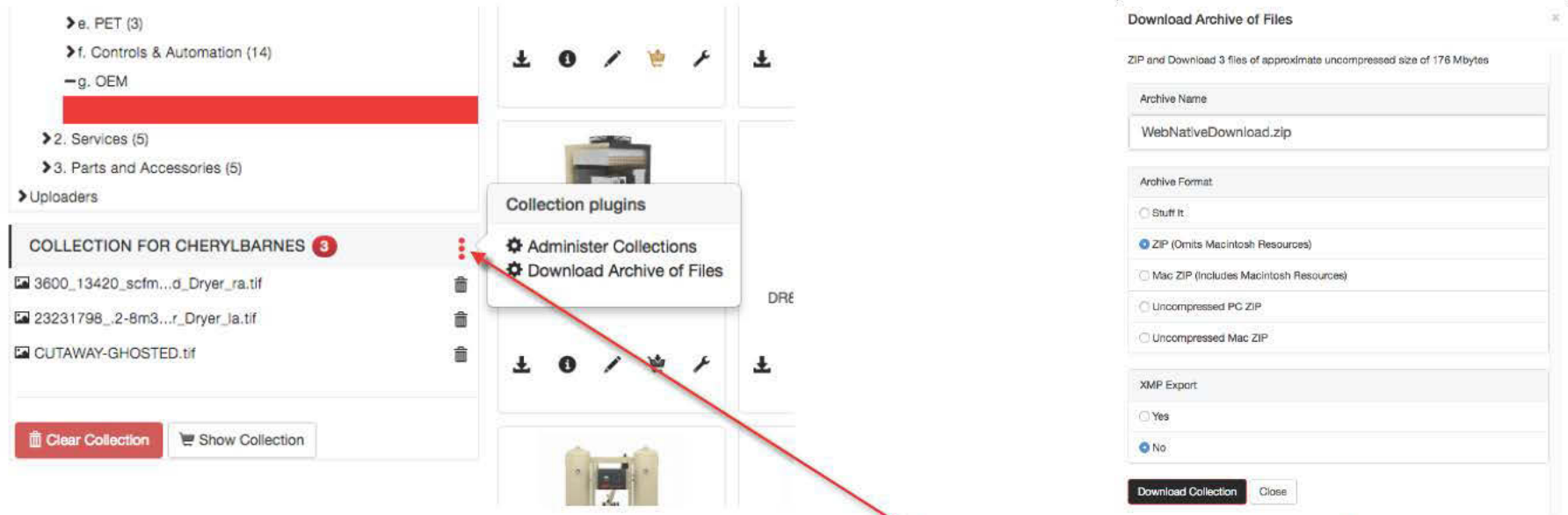
Downloading Multiple Assets

The screenshot displays the Ingersoll Rand Digital Asset Library interface. At the top, the Ingersoll Rand logo and 'Digital Asset Library' title are visible. Below the navigation bar, there is a search bar and a user profile for 'CherylBarnes'. The main content area shows a grid of product images, each with a set of icons below it. Three of these icons (a crown) are highlighted in gold, indicating they have been selected. A 'Collection' icon (a shopping cart) is also visible in the bottom right corner of the grid. On the left side, there is a 'FILTERS' section and a 'NAVIGATOR' section. Below the navigator, a 'COLLECTION FOR CHERYLBARNES' section shows a list of selected items: '3600_13420_scfm...d_Dryer...tif', '23231798_2-8m3...r_Dryer...tif', and 'CUTAWAY-GHOSTED.tif'. A 'Clear Collection' button and a 'Show Collection' button are located at the bottom of this section. Red arrows point from the text below to the gold crown icons, the 'Collection' icon, and the 'COLLECTION FOR CHERYLBARNES' section.

Here, you can see the **Collection** icon for each image was selected for these 3 images and the icon changed to gold color to indicate they have been selected.

The Collection **section** in the lower left also shows that the same 3 images have been selected. If you click on the **select all collection** icon, then all the images will be added to the collection for download.

Downloading Multiple Assets



Once you have added all the assets to the collection then click on the **3 dots** by your collection navigator to display a menu of options. Selecting **Administer Collections** and you can give this collection of assets a unique name and save it for future downloads if needed without having to search for those assets again

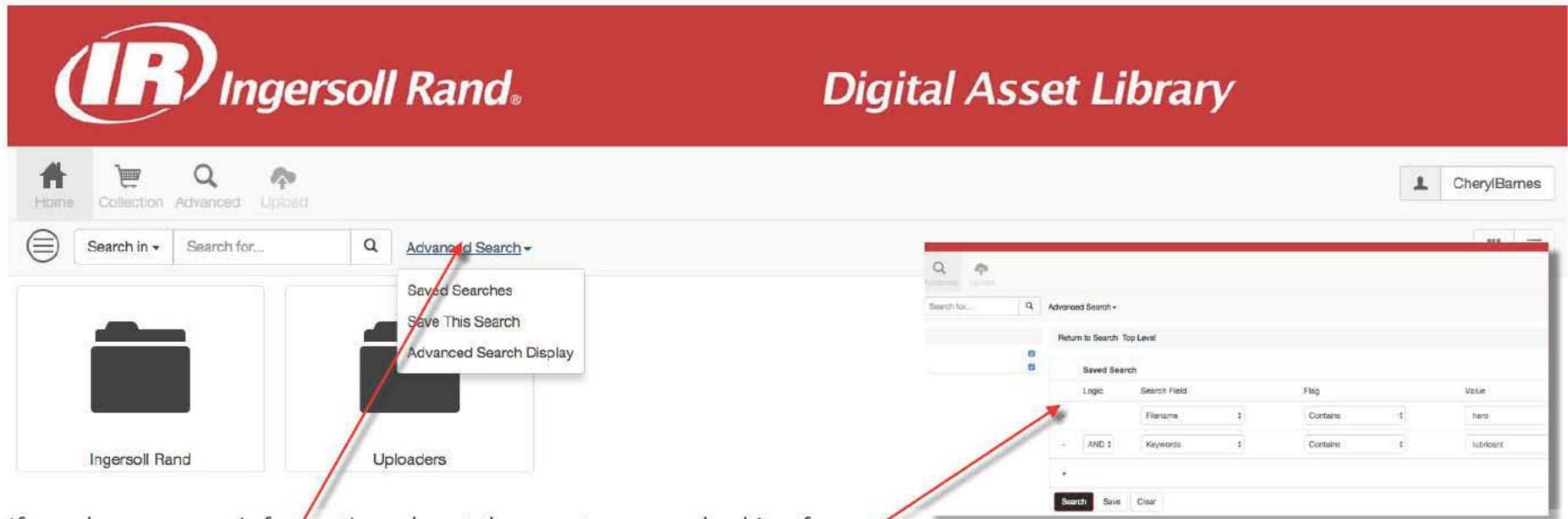
Clicking **Download Archive File of Files** will allow you to download an Archive of files for the high res. A **layer window** will load display allowing you to rename the download and confirm your compression format. Click download to proceed.

Quick Search

The screenshot displays the Ingersoll Rand Digital Asset Library interface. At the top, the Ingersoll Rand logo and 'Digital Asset Library' title are visible. Below the header, there is a navigation bar with icons for Home, Collection, Advanced, and Upload, along with a user profile for Cheryl Barnes. A search bar contains the text 'Lubricants' and a magnifying glass icon. To the right of the search bar, there are buttons for 'Advanced Search', 'Actions', 'Dates', and 'Details'. A red arrow points from the search bar to the search results. The search results are displayed in a grid format, showing various lubricant products. The first row includes items like 'All_Season_Sele...ter_Filte...', 'All_Season_Sele...iter_Gro...', 'All_Season_Sele...Liter_H...', 'All_Season_Sele...air_Filte...', 'd. Lubricants', and 'Food Grade Bucket.tif'. The second row shows more lubricant containers. The interface also includes a 'FILTERS' section on the left and a 'COLLECTION FOR CHERYLBARNES' section at the bottom left.

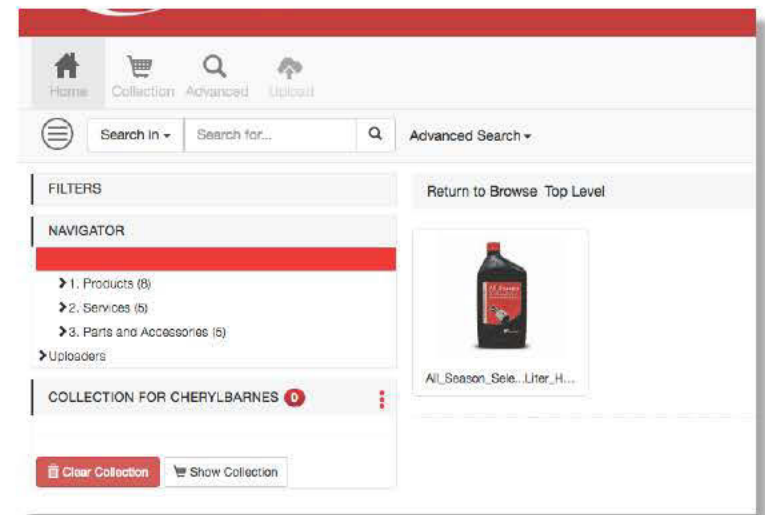
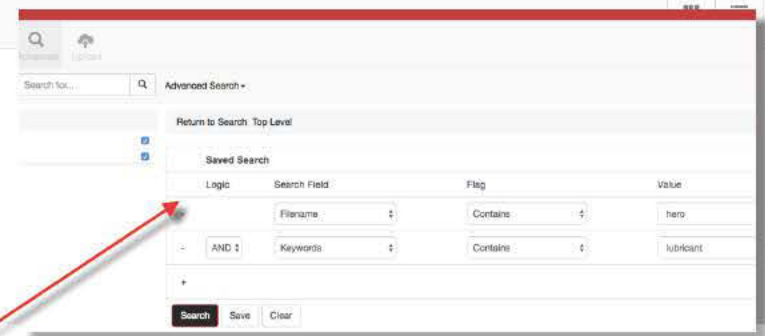
Using the quick search allows the user to type in the name of the file or portion of the name or any **descriptive word** or keyword. Use the dropdown menu to select an advanced search using multiple filters to narrow your search. In the example above, typing “lubricants” in the quick search field and clicking the search icon (magnifying glass) displays the results as shown.

Advanced Search



If you know some information about the asset you are looking for such as file name (whole or partial), file type (image, PDF, video, etc), the advanced search will enable you to narrow the results you get when searching.

Select the **dropdown** menu under Advanced search and select Advanced Search Display. In the example **here**, we selected search field type is filename that contains "hero" AND search field type is keyword that contains "lubricant" and clicked the **Search** button. This advanced search resulted in locating the single asset as shown. Select **Save This Search** to save a search you have performed. Or select **Saved Searches** to navigate to previously saved searches and perform any of those searches again.



Filters

The screenshot shows the Ingersoll Rand website interface. At the top is the Ingersoll Rand logo. Below it are navigation icons for Home, Collection, Advanced, and Upload. A search bar is present with a dropdown menu for 'Search in' and a search button. The main content area is titled 'Top Level / Ingersoll Rand / 1. Products / a.' and displays a grid of product images with their respective titles: C700_300-900kW...pressor..., C800_450-900kW..., Hydrocarbon Pro...Compress..., LMAC_20_3000kW, MSG-8_9_7640kW...Hero..., and MSG-12_14_16_17... A sidebar on the left is titled 'FILTERS' and contains a section for 'Quick Filters' with a list of filter options, each with a checkbox and a count in parentheses. A red arrow points from the text on the right to the 'Quick Filters' section.

Filters:

- Asset Timer Status Unclassified (40)
- Date Created Before 2019/07/31 (40)
- Date Created Since 2019/07/31 (1)
- Date Modified Before 2019/08/15 (40)
- Date Modified Since 2019/08/15 (1)
- Descriptive Words "MSG TURBO-AIR Compressor Ro..."
- Description "NX part: LMAC50_RENDER" (1)
- Description "NX part: L-MAC_30_RENDER" (1)
- Description "MSG TURBO-AIR Compressor Room Re..."
- Keywords "TURBO-AIR, Centrifugal" (1)
- Keywords "C800 air compressors centac centrifugal c..."
- Keywords "Centrifugal, Refrigerants, Landfill Gas, Syn..."
- Keywords "TURBO-AIR, MSG TURBO-AIR, Centrifuga..."
- Keywords "Centac, C1000" (1)
- File Size < 20 Mbytes (24)
- File Size > 20 Mbytes (17)
- Filetype Images (40)
- Filetype TIFF (38)
- Filetype JPEG (1)
- Filetype Non-Images (1)
- Filetype PNG (1)
- File Colorspace = CMYK Color (27)

After performing your search you can **filter** the results by selecting an option from your filters list. Deselecting the option will return your results to what they were previously.