

# Sprint Prepaid Group – Brand Vault User Guide

## Login Page

To begin using the Brand Vault, a user must complete the following items:

1. Request access from the site administrator
2. Receive an activation email from the site administrator
3. Select a password using the instructions found in the activation email

Users must activate their account within three days of receipt of the activation email. If the user fails to activate their account within three days, it can still be activated by following the “Forgot Password” instructions.

**Forgot Password:** If the user has forgotten their password or the three-day activation period has expired, their password can be retrieved by clicking on the “Forgot Your Password” link. This link will re-direct the user to the “Forgot Password” page, which asks them to enter their email address. An email will then be sent to the user with a link to a page where they can change their password.

### Login:

1. **Username:** username is the user’s email address
2. **Password:** selected by the user after account is activated

**SPG – Brand Vault User Guide** – Users may access the SPG-Brand Vault User Guide located on the Login Page **without** having to login. The user guide is a helpful tool that will introduce the user to the site’s components and will provide instructions on site navigation.

## Brand Page

After a user has successfully logged in, the list of specific brands they have access to will appear on the next page. To access a Brand, the user should click on the hyperlink of the Brand they wish to access and the site will route them to that specific Brand.

## Site Header

### Left side of Header:

**Access to Multiple Brands:** If the user has access to multiple brands, they can access them by utilizing the “Sprint Prepaid Group” drop-down button in the upper-left corner of the site header. The button utilizes a hover feature that will display a drop-down menu of the user’s accessible brands.

### Right side of Header:

**File Exchange:** See “File Exchange” section for further details.

**Manage Site:** The “Manage Site” link at the top right of the page is exclusively utilized by Brand Managers and Site Managers for content management. These users **must** be in the “Manage Site” section in order to add/revise site content.

**Sign Out:** Users should click Sign Out to exit the SPG site.

**Search Field Feature:** The “Search Field Feature” gives the user the ability to search for content based on key words and phrases.

## Site Footer

**Helpful Links:** Users may also navigate through each Brand site via the site footer which has links to **Home, Contact, Guidelines, Assets, Hispanic, Gallery, File Exchange and Manage Site.**

**User Profile:** Each site user has a “User Profile”. The User Profile contains the user’s contact information which consists of their office location, phone number and email address. The User Profile page also contains a section called “About the User”. A profile image can also be uploaded. In addition, the User Profile section is where a user would go to edit their preferences with regard to “Brand Alert notifications” (subscribe/unsubscribe) and has the ability to change their password here as well.

On the right side of the Profile, users may view the number of “sent” and “received” files in their file exchange and users have the option to “Share a File” from this location (same navigation as if the user were to click on “File Exchange” on the site header).

**SPG – Brand Vault User Guide** – Users may access the SPG-Brand Vault User Guide located on the Login Page **without** having to login OR may access the guide from within the site located on the site footer under “Helpful Links”.

## Home Page

The home page gives users a snapshot of the various elements available for each Brand. Users can view and/or download the latest Brand Alert updates, essentials, and featured media in the body of the page. Additionally, the homepage header offers links to the following pages:

**Guidelines, Assets, Hispanic, Gallery, and Contact Brand Alerts:** This section of the homepage is located directly under the main Brand Vault graphic. Any new information relevant to the brand will be posted under the Brand Alerts header. If a user has “subscribed” to Brand Alerts, the user will receive an email when a new Brand Alert has been posted.

**Stay Up-to-Date:** The user can choose to subscribe to a weekly Brand Vault Alert email update simply by clicking on the blue “Subscribe” button found below the last Brand Alert entry. After pressing the “Subscribe” button, the user will automatically begin receiving the latest Brand Vault Alert updates. To unsubscribe, the user should click the “unsubscribe” button. This will take them to a new page which asks them to enter their email address to confirm their decision.

**Get the Essentials:** Essential guidelines and assets are represented as a text list located on the right side of the home page. To download a particular asset, simply click on the button to the right of the document description and select the document type (i.e. “.doc”).

**Featured Media:** “Featured Media” is located directly below Get the Essentials. In order to view the featured media content, click on the “View Gallery” hyperlink. This will take the user to the “Gallery” section of the site which can also be accessed by clicking “Gallery” in the homepage header.

**Partner & Retail Logos:** “Partner and Retail Logos” are available for download by clicking on the “View Third-Party Assets” hyperlink below the “Featured Media” section.

## Guidelines

On the Home Page, the “Guidelines” section can be accessed by clicking on the “Guidelines” tab in the header. The “Guidelines” section of the site allows users to view and download

documentation supporting the brand, various campaigns, and brand guidelines, including style guides and brand books.

To access information pertaining to a campaign, for example, the user should click on the hyperlink in the list to the left under “browse guidelines” for that respective campaign. The user will then be routed to that specific document which is available for download.

Once at the landing page, the user can download a document by clicking on the button to the right of the document name and/or description. Sorting options are available in a drop-down menu located directly above the first document in the list. Users may sort by newest, oldest, A-Z, and Z-A.

## Assets

On the Home Page, the “Assets” section can be accessed by clicking on the “Assets” tab in the header. The “Assets” section allows the user to access items such as Fonts, Graphics, Lifestyle, Logos, Products, and Third-Party Logos.

The “Assets” landing page gives the user the option to view and/or download documentation related to each of the categories mentioned above. To access “Graphics”, for example, the user simply clicks on the “Graphics” link.

Sorting options are available in a drop-down menu located directly above the first document in the list.

**Download Images:** If, after selecting a JPG to download, only an “X” is shown in the upper left corner of the browser, the user needs to do the following:

1. Click the “back” button
2. Right click on the desired JPG
3. Select “save target as” in the drop down menu
4. Save the JPG to desired location on user’s PC

## Hispanic

On the Home Page, the “Hispanic” section can be accessed by clicking on the “Hispanic” tab in the header. The Hispanic section allows the user to view guidelines and assets for the Hispanic market.

Once on the landing page, the user can download the document by clicking on the button to the right of the document name and/or description. Sorting options are available in a drop-down menu located directly above the first document in the list.

## Gallery

On the Home Page, the “Gallery” section can be accessed by clicking on the “Gallery” tab in the header. This section is different from the “Assets” section of the site because it is a collection of branded collateral that has already been produced. The “Assets” section of the site contains the tools, images, and standards used to produce the final products found in the “Gallery” section.

## Contact

On the Home Page, the “Contact” section can be accessed by clicking on the “Contact” tab in the header. The following fields are required in order for the site to process the contact request:

1. Name and Email Address (which are pre-populated)
2. Subject Line
3. Question, Comment, or Suggestion

The “Contact” section allows users to send a question, comment or suggestion with regard to any area of the site: Assets, Guidelines, Hispanic, Gallery, or submit a technical support question to the site administrator.

Once the user has filled out the required information in the form, the request can be submitted by clicking on the submit button at the bottom of the form.

## **File Exchange**

On the Home Page, the “File Exchange” section can be accessed by clicking on the text hyperlink at the top of the page above the header. The “File Exchange” landing page gives the user the option to share new files as well as browse files the user has uploaded or received. To share a new file, the user must click on the “Share New File” button on the left side of the page.

### **Step 1: Choose Recipient**

The “Share New File” form asks the user to first enter the email address of the file recipient. If the email address is not recognized as a current Brand Vault User, a public link to the file will be created. A public link is a link to the file which gives the recipient access to the file without giving them access to the brand site.

### **Step 2: Choose a File**

The user can choose the file they would like to upload by clicking the link in Step 2. The user can also enter a file description in the form to describe the file being sent. Uploaded files can be *no larger* than 1 GB.

### **Step 3: Choose an Expiration Date**

The user can set the number of days they would like the file to be available. The maximum number of days is 365. When the expiration date is reached, the recipient can no longer access the file. The user can also opt to have no expiration for the file by clicking the box next to “No Expiration”.

Once the three steps have been completed, the user can share the file by selecting the “Share File” button at the bottom of the page. The user also has the option to cancel the request by selecting “Cancel”.