

Welcome to your  
free 14-day trial of  
**Freestyle Partners**  
- an award-winning asset  
management system.



We are certain you will love the flexible management and control our system gives you over your assets.

Whether you want to start small and evolve the system over time or you prefer to go straight into an Enterprise license, Freestyle Partners is a scalable solution for all your business needs.

We hope you enjoy your free trial with us. If you have any questions, please just contact us on:

Tel: +44 (0)1926 652050 or  
Email: [enquiries@freestylepartners.co.uk](mailto:enquiries@freestylepartners.co.uk)

To get you started, check out our Quick Start Guide below:

## Quick start guide

The home page is the starting point for all users. The following screenshot shows all the key features available on your home page.

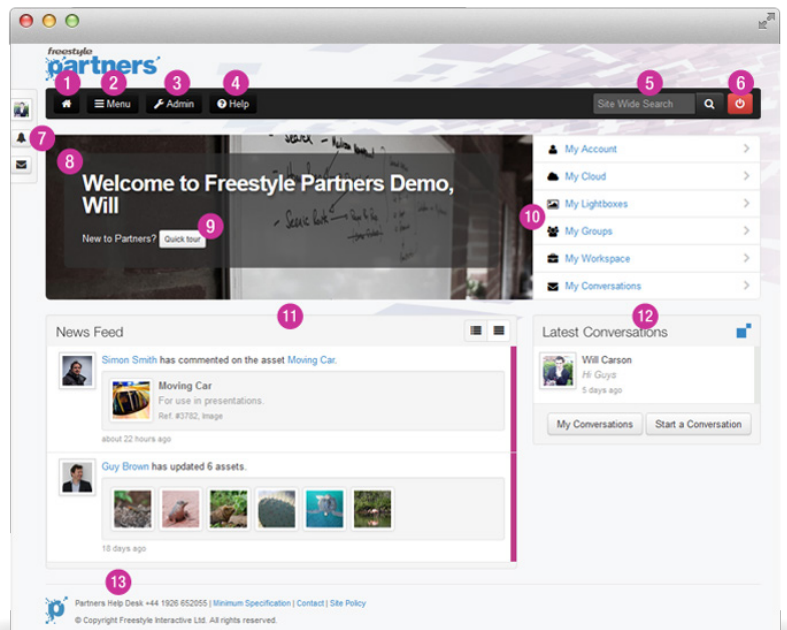
The key features you will find on the home page are:

### 1 Home Icon

Wherever you are within Partners you can navigate back to the home page by clicking on the Home Icon.

### 2 Menu Icon

The Menu Icon is the starting point to access all of the system content and asset libraries – images, documents, videos etc. Click on the Menu Icon to expand the menu. Click again to minimise the menu.



# Quick start guide

The key features you will find on the home page are:

## 3 Admin Icon

The Site Admin options, such as Bulk Upload, Bulk Edit, User Administration etc., are available by clicking on the Admin Icon. Each feature in this area is covered in detail in the Site Admin section of the Help Portal.

## 4 Online Help

This button opens our Help Portal and provides you with guidance and information relating to the page you are currently using.

## 5 Site Wide Search

The Site Wide Search is available wherever you are in the system. Type your search term into the Site Wide Search field and click the magnifying glass icon or press Enter on your keyboard to search all assets stored within the system.

Please see the Site Wide Search section of the Help Portal for more information.

## 6 Log out Icon

To log out of Partners, click the red 'power' icon. This icon can also be found in your My Partners personal toolbar.

## 7 My Partners

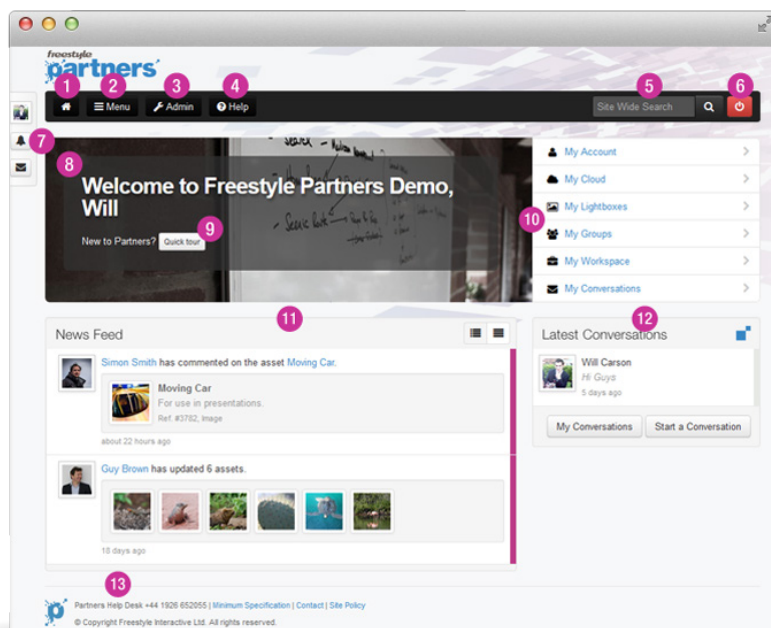
My Partners is your own personal toolbar that displays a range of key features that are relevant to you as a user.

## 8 Personalised Welcome Banner

If you choose a licensed version of Freestyle Partners, this banner would be unique to your individual system.

## 9 Quick Tour

If you are new to Partners, click the Quick Tour button for a brief overview of the key features. This will help you understand the system and get you started.



## 10 Quick Links

Quick Links is the fastest way to access key areas of the system.

## 11 News Feed

The News Feed keeps you up to date with what's going on throughout the system. All activity is listed here, such as changes to assets you are watching or a notification of someone sharing a file or Lightbox with you.

## 12 Latest Conversations

Partners allows you to start conversations with other system users through the My Conversations service. This helps make inter-system communication quicker and easier.

## 13 Help Desk / System Administrator Contact Details

Help is only ever one click away. Depending on how your own Partners system is supported, this section provides the contact details of either your Help Desk or your System Administrator, who will be able to help you if you have any questions.