Table of Contents:

NickCentral help is divided into several sections. Click a link below to view help on that topic.

Searching the System:

There are three ways to search the site. Filtered Search allows you drill down search results by applying filters. Keyword Search allows you to find assets by entering descriptions and keywords. Advanced Search allows you to find assets by applying conditions to your search. For help on completing each search type, click one of the following links:

Filtered Search

Keyword Search

Advanced Search

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Filtered Search:

A Filtered Search is executed on the left side of the screen. To perform a Filtered Search, select any relevant filter on the left side of the screen. *Example: select Avatar under Property.*

PROPERTY

Aaahh!!! Real Monsters (113)
All Grown Up (7)
Angry Beavers (179)
Avatar (6008)
Awkward (54)

You can continue to narrow down your search by selecting other filters from the left.
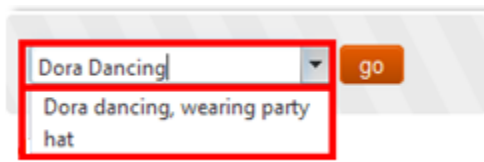
As you add filters, they will be listed at the top of the screen.

You can remove filters by clicking the ⊗ next to the filter, or you can clear all filters by selecting the clear filters button from the list.

CURRENT CRITERIA

property
⊗ Avatar
Characters
⊗ Katara
Seasons and Episodes
⊗ Season 3
⊗ 316 - The Southern Raiders
clear filters

CONTENT TYPES

Keyword Search:

Keyword Searching is performed on the upper left of the screen. To perform a Keyword Searching, type an asset description in the box. *Example: Dora Dancing. Note: as you type, related search options will appear below the search box.*

Dora Dancing ▼ **go**
Dora dancing, wearing party hat

Press the **go** button to view results. The Filtered Search on the left of the screen can be used to further narrow down your results.   If you know the file name of the file you want, you can enter the specific file name. *Example: (SB_SBob_999.eps) will bring up only that file.*
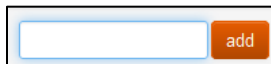
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Advanced Search:

The Advanced Search option works using a series of filters to help you find files more easily.

To execute an Advanced Search, click on the [Open advanced search] button at the top of the screen.

Next, select your first Filter from the [select a field... ▼] dropdown, then select an operator or (condition) for your search from the [select an operator... ▼] dropdown.

Note: an operator is a condition value such a:s (contains,) (greater than,) (less than,) (is),
or a search between dates. Finally, enter specific item details in the search box

[ ] [add] .

Press the enter key or [add] to execute the search.

Note: if you select "created on" as a filter, you will see a date range instead of a search box.

| Created on ▼ | between ▼ | 10/11/20: 🔲 | 10/11/20: 🔲 | add | cancel |

Downloading Assets:

There are two ways to download assets: The first way is a Direct Download. Direct Download should only be used for small downloads, up to three assets. The second is to download via the Basket Download. There is no limit to the number of files you can download here, but the more files, the longer it will take to complete. For help on completing each download type, click one of the following links:

Direct Asset Download

Basket Asset Download

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Direct Asset Download:

Place your mouse over the asset you want to download.   A box will pop up with asset information and the following buttons: [🛒 ⊕HI ⊕LO 🔍]

Click the [⊕HI] button to download a high resolution image. Click the [⊕LO] button to download a low resolution image. This functionality is not to be used for more than 3 images at a time. *Note: If you are using Fire Fox as your Browser you must select Save the asset before you view it.*

Note: low resolution assets are low-quality jpegs to be used for reference only. They are not intended for print, product or any presentation where quality of image is expected. High resolution assets are the original file. Most NickCentral assets, with the exception of reference materials, are high resolution or vector assets.
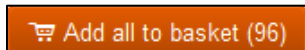
Basket Asset Download:

There are a three ways to add assets to the basket for download. The first way is to place your mouse over the asset. A box will pop up with asset information and the following buttons: [🛒 ⊕HI ⊕LO 🔍] Clicking the [🛒] button will add that asset to your basket.

The Second way is to click on the asset's file name. This will bring you to the Information page for that asset. On the left side of the page under the asset image preview you will see the [🛒] button. Click it to add the asset to the basket.

DE_Grp_438b_FLOP.eps

[🛒 ⊕HI ⊕LO 🔍]

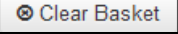File size 2.566202

Content Types Character Art

The third way to add assets to the basket is by adding all assets on a page. To do this, first refine the search by using the Filtered Search options on the left side of the page. Next, click the

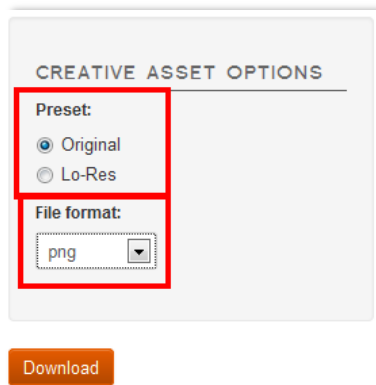[🛒 Add all to basket (96)] button in the upper right center of the page.

To complete the asset download, click the [🛒 (0) Profile   Logoff] in the upper right of the page. This will take you to your basket. Verify all items you want to download are in the basket. To remove an item from the basket, place the mouse on the asset image you would like to remove and click the [🛒] button.

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If you wish to remove all assets from the basket, click the [⊗ Clear Basket] button.

After you have verified the Assets, click the [⊕ Proceed to Download Page] button.

On the download page, specify Original (for High Resolution) or low resolution. Enter the file type you want for the download in the File Format box. To select this for each individual asset, click the [⚙] button on the item image. To set a choice for all images in this download, access the Creative Asset Options box on the left side of the screen. When you have completed setting the asset options, click the Download button. You will receive an e-mail in a few minutes confirming your order. When the files are ready for download, you will receive another e-mail to start your download. To view downloaded assets, you must unzip the files.

CREATIVE ASSET OPTIONS

Preset:
- ● Original
- ○ Lo-Res

File format:
png ▼

Download

Using Quick Links:

Quick Links can be found on the Creative Assets main page. Quick Links provides a simple way to access popular assets. Quick Links are sorted into various categories. To use a Quick Link, scroll to the asset you are looking for and click on it. *Note: Quick Links will only show assets you are permitted to see.*
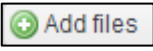
QUICK LINKS TO ASSETS

PRIORITY PROPERTIES
- → Bubble Guppies
- → Dora the Explorer
- → SpongeBob SquarePants
- → Team Umizoomi
- → Teenage Mutant Ninja Turtles
- → Victorious
- → Winx Club

NICKELODEON BRAND & EVENTS
- → Annual Corporate Style Guide
- → Kids' Choice Awards 2013
- → The Big Help
- → Kids Pick the President 2012
- → Halo Awards

ASSET TYPES
- → Photography
- → Guides
- → Logos
- → Character Art
- → Packaging Guidelines
- → Compositions
- → Key Art

MOST RECENT ASSETS
- → SpongeBob

LOGOS
- → Property Logos

PROPERTY INFORMATION
- → Show Synopsis

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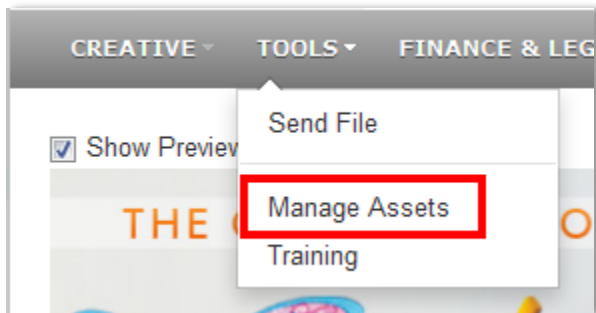
nickCENTRAL™
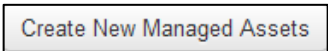*Help Guide*

Uploading a File:

To upload files to the site, click the [UPLOAD FILE ⬆] link on the right of the page. On the upload page, fill out the Priority Property, Document Type, Region, and Retailer fields. *Note: all fields with * are required.* Fill out the Keyword description with all terms that will make the file easy to search. Check the Allow External Access box if you want to give rights to external parties. Click the [⊕ Add files] button to add files to your upload. Press the Finish button when all files have been added. *Notes: The largest file that can be uploaded is limited to 2GB. If you need to remove a file you accidently uploaded, click the Contact Us link to get in touch with a NickCentral administrator to have it removed.*

Managing Assets:

There are two ways to manage assets. One way is to work from the Basket. Another way is to work from the Navigation Bar using the Tools drop down list. Both ways allow you to click the Manage Assets button.

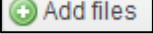On the Managed Assets screen, press the [Create New Managed Assets] button. Fill out the Asset Name, Start Date, Expiration Date, and Description of the asset. Make sure you select the appropriate group or (company) to receive the managed assets. Click [Save] to complete.

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Sending a File:

You can send a file by pressing the Send A File button on the right of the NickCentral homepage. On the Send A File page, click the Select Users button to select internal users. If you wish to send a file to an external user, type their e-mail address in the text box below the Select Users button.

Notes: You can only send files to one external email address at a time.

You can add a personal message to the recipient. Next, scroll down and press the [Add files] button to add the files you wish to send. *Note: The total file size cannot exceed 2GB. It is recommended that you only send one file at a time.* Finally, click the [Send] button to send the file.

Updating a Profile:

The Profile page allows you to edit your own personal data. External users can also update company data, and users within your company including reset passwords.

Note for Viacom Employees Only: All changes will be reflected in NickNames as well.

To find out more about each task please click the links below:

Editing Personal Data

Updating Company Data

Updating Users

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Editing Personal Data:

You can change your name; add Title, Supervisor, Office, Phone Number, Email, Etc.

Updating Company Data:

To update your company data click the [Update Company Data] button on the toolbar at the top of the screen. From the Update Company Data screen select your company from the list.

Note: This function is primarily used by External users, but Viacom employees with certain rights can also make these changes.

After you have selected your company, you can edit office locations by clicking on the [OFFICE LIST] button.

On the Office List page you can add a new Office Location by clicking the [New office] button.
By clicking on an office location from the list you can update the locations information.

You can also delete a location by clicking the [Remove] button on that same page.

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Updating Users:

You can update user information and add users within your company.

Click the [Update Users] button on the toolbar at the top of the screen.

To add a user click the [New user] button on the New User page.

> All Items marked with ***** are required fields.
> You must also assign a username and password to complete the setup.
> Usernames should be Last name then First initial (Ex. Smithj).
> Passwords are just temporary and users can change them after they log in for the first time.
> We recommend using something simple to remember like Welcome1.

To update a user's information click the users name from the list on the Update Users screen.
You can change the user's name, add or modify Title, Supervisor, Office, Phone Number, Email, Etc.
You are also able to reset your password or the password of someone you work with.

Note: This function is primarily used by External users, but Viacom employees with certain rights can also make these changes.

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