



Intranet User Guide

Downloading files from the intranet is a simple process that will be outlined in this document.

First, you must log in to the relevant intranet that you wish to retrieve files from using your provided log in details, then, you are free to search or browse the intranet for the files that you desire.

The home page, which is the first page that you will see after logging in, provides a list of the latest additions and updates to the intranet on the right hand side of the page. You can click on these links to see the files/images associated with it and from here; you can add the file to your basket.

To browse the site, simply click on one of the links in the navigation menu, “Product, Point of Sale, Media”, etc. Then, simply follow the folder structures. If at any point you need to go back, feel free to use your browser’s back button, or use the breadcrumb links that appear above the “YARDLEY LONDON BRAND SITE” and “WOODS OF WINDSOR BRAND SITE” headings.

Each file has a check box associated with it; by checking these boxes and clicking “ADD TO BASKET”, those files will be added to your basket ready for downloading in a zip file.

On a page of images:

Clicking on images will provide you with an overview of the details of that file, i.e. the filename, the size and type of image that it is and what group it belongs to, e.g. “Gifts”, “Body Spray”, etc.

On a page of other types of files:

Clicking on a file link will download that file in its raw format. You can then choose to save the file individually in this way, or you can bundle them all up into a zip folder to download when you’ve picked all of the files that you require at this time.



Once you've added all of the files that you need to your basket, click on the view basket link at the bottom of the page, or the "My basket" link at the top of the page.

You will now have the ability to remove items from your basket if you wish by checking the items that you wish to remove and clicking "REMOVE FROM BASKET", you can also empty the basket by clicking on "EMPTY BASKET"

To download the contents of the basket, please click on the "[Download]" link and select to Save the File. Feel free to continue browsing once you have downloaded your zip folder of files and images.