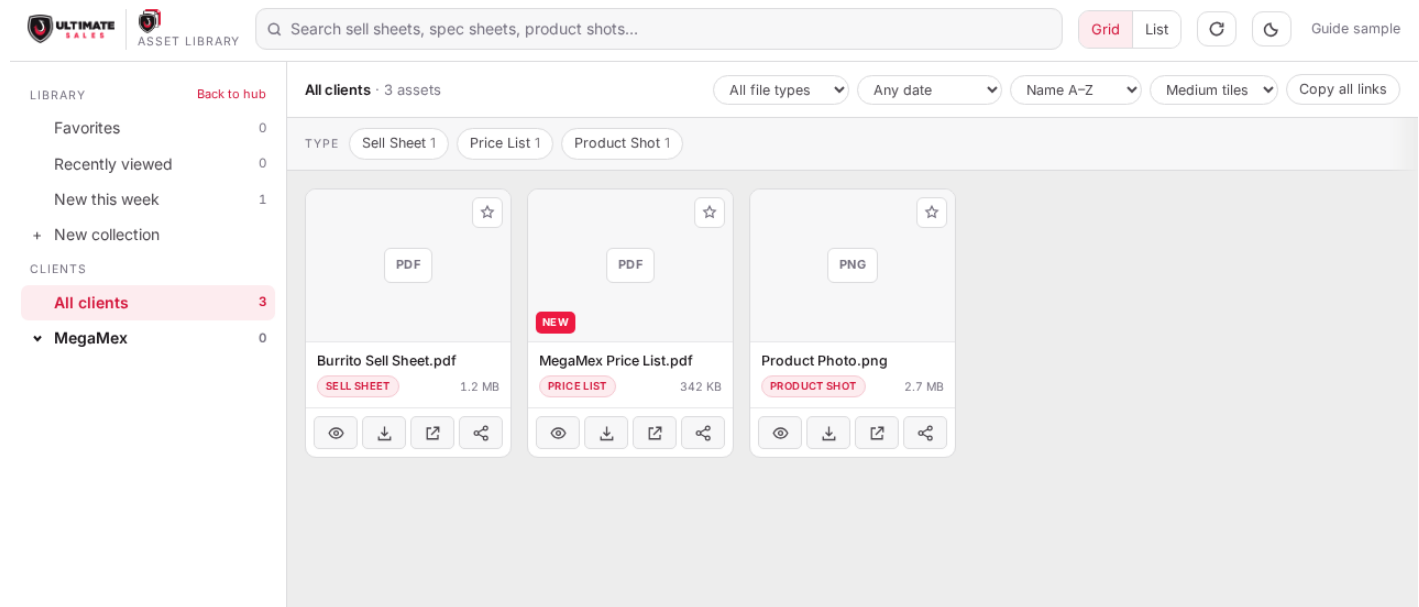


01 / START HERE

Your asset library

Find, review, organize, and share the files you need.



Open assets.ultimate-sales.com and choose Continue with Google.

Use your verified @ultimate-sales.com Google account.

Drive access determines which company files you can see.

In the editor, open the page in a browser tab to sign in.

A quick first task

Search for a product → choose a file → click Preview.

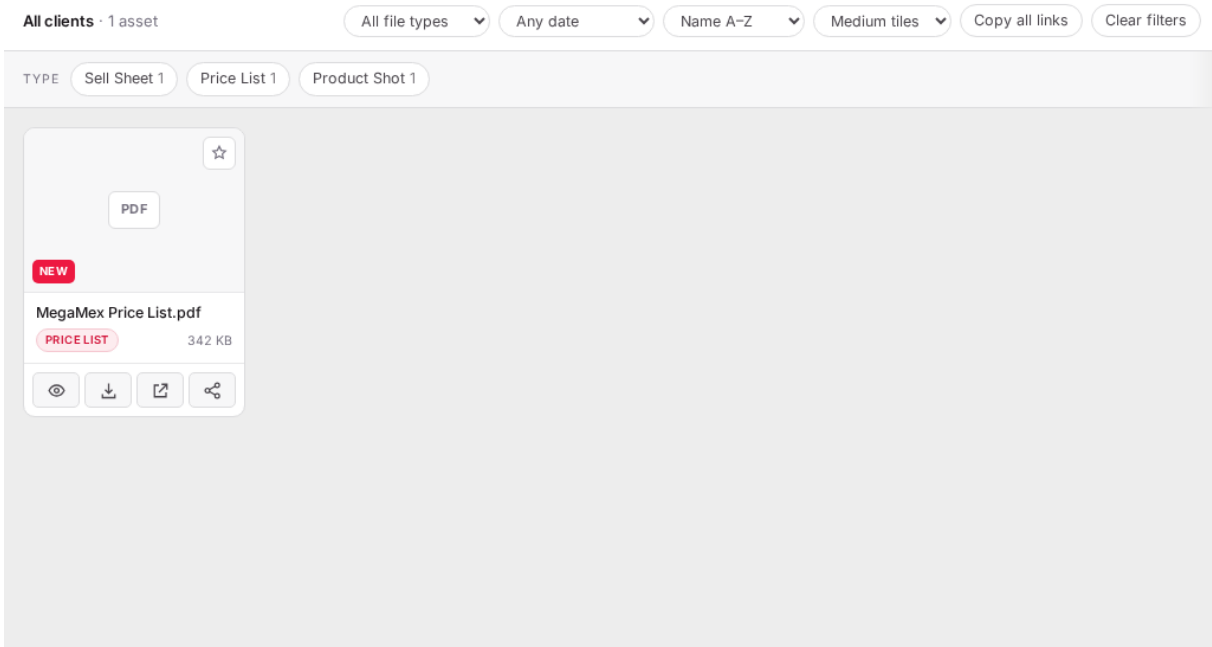
Download the file or copy its Drive link when you are ready.

The interactive User guide is available from the ? button.

02 / FIND FILES

Search beyond names

Look for products, shared tags, and words inside indexed files.



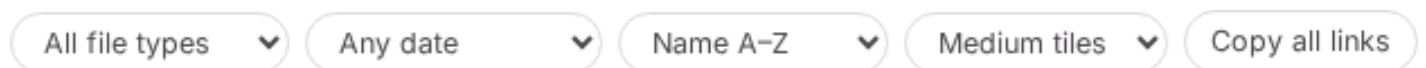
Try Bomb: a price list can match through its tags or indexed contents.

Content matches may appear after a short delay.

Drive may not index scanned PDFs or newly uploaded files immediately.

Keep All folders enabled to search beyond the selected folder.

Narrow the results



Filter by file type and date added; sort by name, date, or size.

Use Grid / List and tile size to change the view.

Choose a client on the left; click the folder path to move back up.

03 / REVIEW & SHARE

Open the right file

Selecting a tile opens details—not the file preview.

x



MegaMex Price List.pdf

Client	MegaMex
Type	Price List
Product	Burritos
Folder	MegaMex
Size	342 KB
Modified	10/16/2026

Shared tags

Bomb

Edit fields & tags

Preview

Copy link

Add to favorites

COLLECTIONS

+ New collection

1. Click a file

Review fields and shared tags.

2. Click Preview

Use arrows to move between files.

Drive controls format support.

3. Choose an action

Tile tools: Preview, Download,
Open in Drive, and Share.

Share sends or copies a Drive link;
it never changes file permissions.

4. Close details

Use x at the top-right of the panel.

If a preview asks you to sign in or cannot show the file, use Open in Drive.

04 / SHARED METADATA

Keep tags useful

Client, Type, Product, and keyword tags are shared with the team.

Shared tags

Bomb ×

Client

MegaMex

Type

Price List

Product

Burritos

Add a keyword

+

Save

Cancel

Select a file, then choose Edit fields & tags.

On first edit, Google asks for permission to write to Drive.

Approve using the same company account you used to sign in.

Update fields; add a keyword with + (or leave it entered before Save).

Remove a keyword with ×, then choose Save.

Permission matters

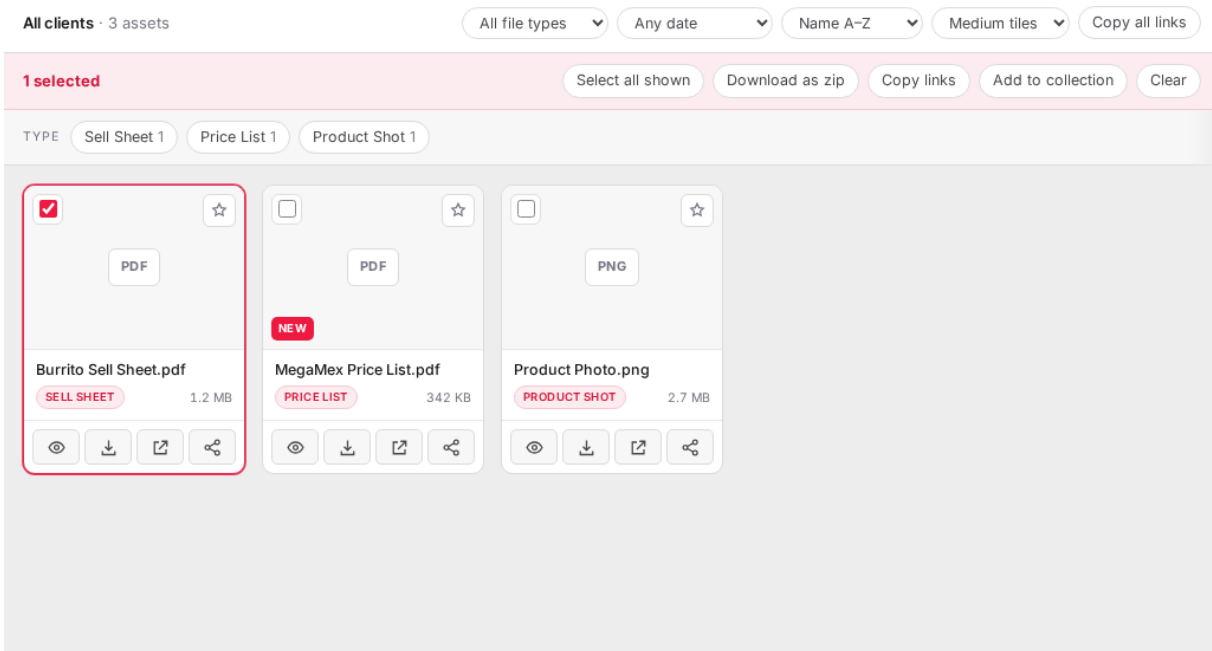
Editing requires Google Drive edit access to that file.

Reload from Drive to pick up the latest shared changes.

05 / ORGANIZE & COLLECT

Build your working set

Favorites and collections stay in this browser; the files remain in Drive.



Star a file to add it to Favorites. Recently viewed is automatic.

New this week uses the file creation date from the last seven days.

Create a collection from the left menu or from selected files.

Check the corner boxes, then choose Download as zip or Copy links.

Select all shown selects the currently displayed files.

Downloads & access

ZIP files are assembled in your browser; large batches can take time.

Selections over 1.5 GB are refused. Failed downloads can be skipped.

Google-native files are exported as PDF for ZIP downloads.

Copy all links copies links for all matching results, not just checked files.

Shared links still require the recipient's existing Drive permission.