CHAMP
CAPITAL HERITAGE ARCHIVES MANAGEMENT PORTAL

CAPITAL GROUP®

Help Guide

Please contact **Corporate Archives** (Corporate_Archives@capgroup.com) regarding any technical issues or questions not covered in the Help Guide.

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LOG IN TO CHAMP

Visit CHAMP at: https://champ.capgroup.com/

Capital Group associates: click on the **Login With SSO** button (under the CG Login). You do not need to register for an account.

- From within the CG network: You will be signed in automatically via SSO (single sign-on).
- From outside the CG network: You will be prompted to enter your CG Initials and CG password.

Users external to Capital Group must register for an account. Click on **Register** to complete a registration form. Corporate Archives will contact you once your request has been reviewed and approved.

Welcome to CHAMP

What is CHAMP? • How To Use CHAMP • Contact us

CG Login

Login With SSO
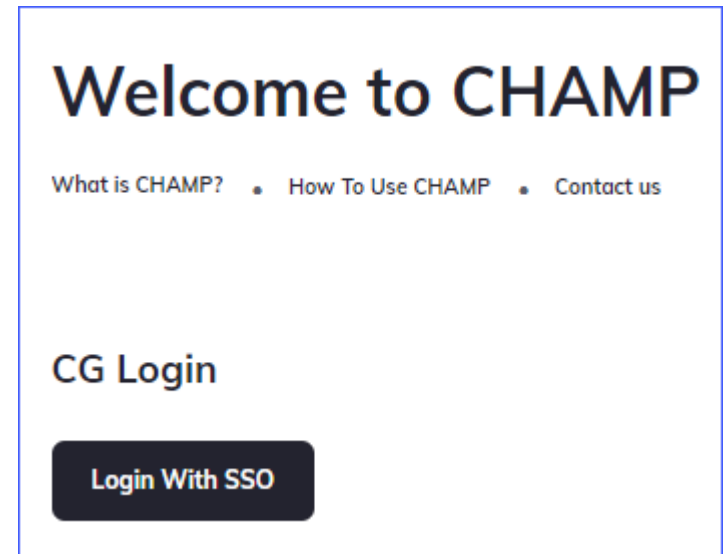
SEARCH CONTENT

After logging in, enter a search term, phrase, or keyword in the homepage **Search** box. Suggested **keywords/tags/names** will appear as you type, or you can enter a new term.
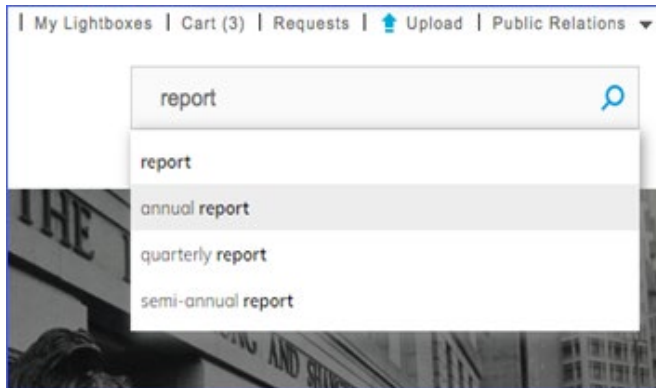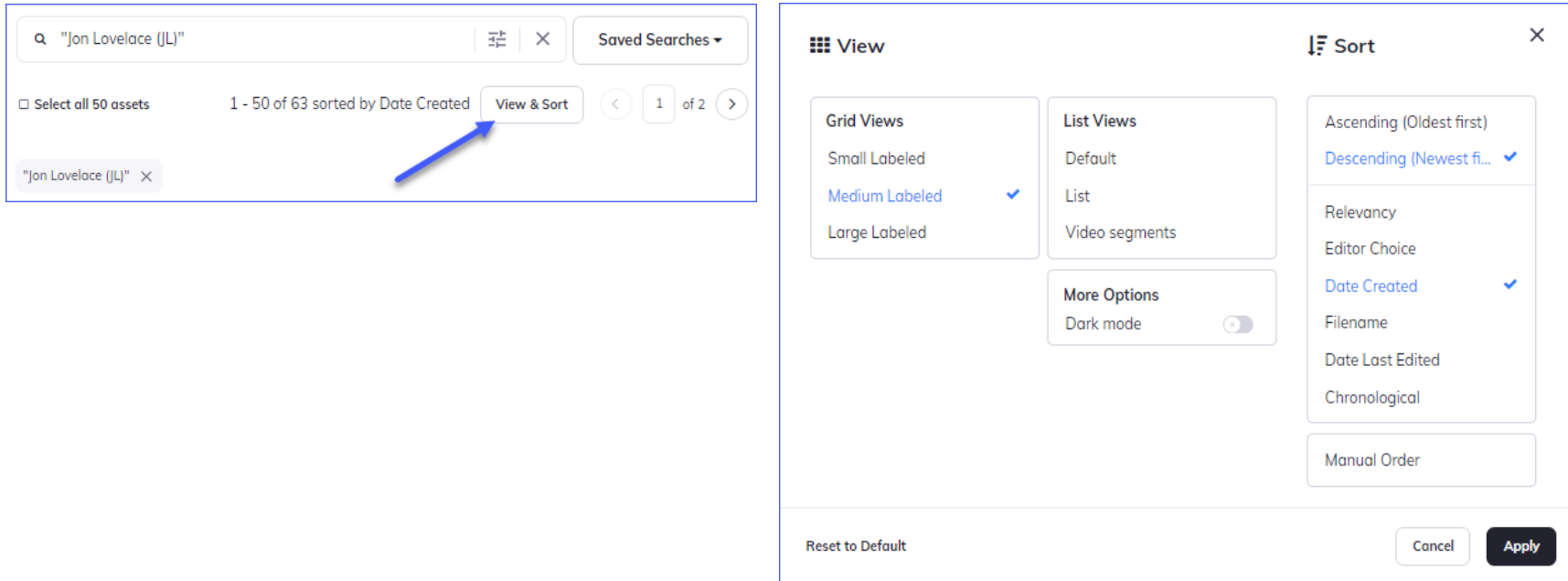

From your search results (**Collections**) page, you can browse, reorder, or narrow the available results.

Click on a single asset to view its details. A new window will pop up. From this view, you can also navigate through the search results by clicking on the arrows at the top right of the window.
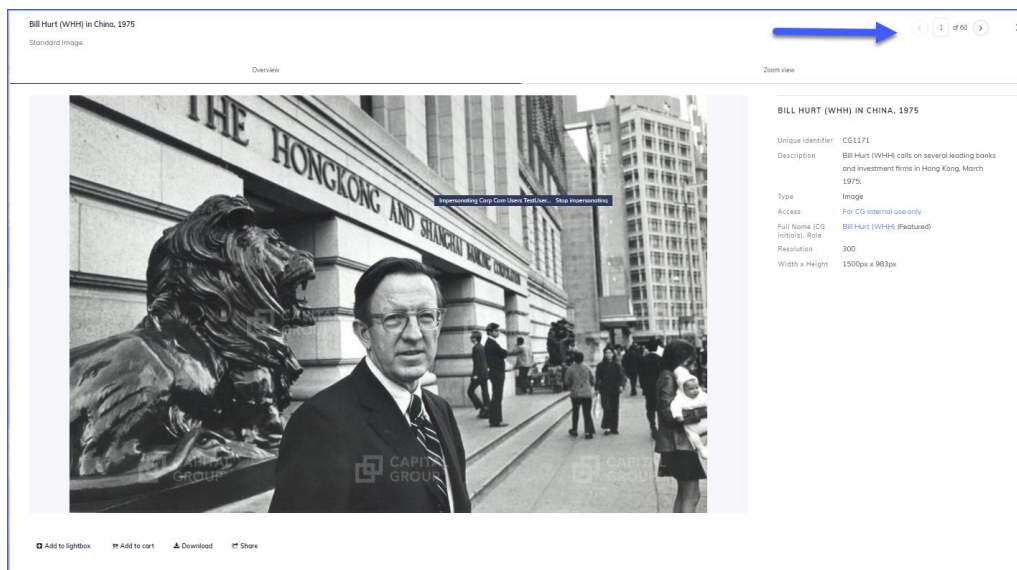
REORDER SEARCH RESULTS

From the search results (**Collections**) page, select **View & Sort** to customize the order and display of your results. You can change the size of the grid, view results as a list, and order results by Oldest or Newest first.

Use the **Saved Searches** feature, next to the search bar, to save a search for future reference. You can also share your search with other users (they will see it under this dropdown).

FILTERS

C Reset all filters

TYPES

- ☑ Documents 2004
- ☑ Images 12
- ☑ Videos 2
- ☐ Containers 1

ACCESS

- ☐ For CG internal use only 2014
- ☐ Rights may be restricted. ... 516
- ☐ Non-commercial use permit... 1
- ☐ Commercial use permitted 1

DECADE

- ☐ 2010/2019 954
- ☐ 2000/2009 498
- ☐ 1990/1999 255
- ☐ 2020/2029 126
- ☐ 1980/1989 106
- ☐ 1970/1979 49
- ☐ 1960/1969 4

FORM

- ☐ text 1199
- ☐ image 11
- ☐ video 2

FILTER SEARCH RESULTS

Use **Filters** to refine or narrow your search results. These facets (e.g., Types, Decade, etc.) appear on the leftside panel.

Clicking on a **checkbox** will filter all assets that match that criteria. You can select multiple checkboxes from any facet type. Each time you select a facet, the term will be added to the list of search terms below the search box. To remove a filter, deselect the term from the **Filters** panel, or click on the "**x**" next to the term below the search bar.

Clicking on the **Filter** name (e.g., "Documents") in the Filters panel will display ONLY the assets that match that filter option from that facet type; it will not affect other selections you have made under other filter categories.

Clicking on **Reset all filters** will only clear the filters you have selected in the leftside panel.

Below the search bar, clicking on **Clear All** will remove all keywords and filters applied to your search.

DOWNLOAD AN ASSET

Depending on user permissions and rights restrictions, there are multiple ways to download assets from CHAMP. (If you don't have access to download an asset, see **SUBMIT REQUEST**.)
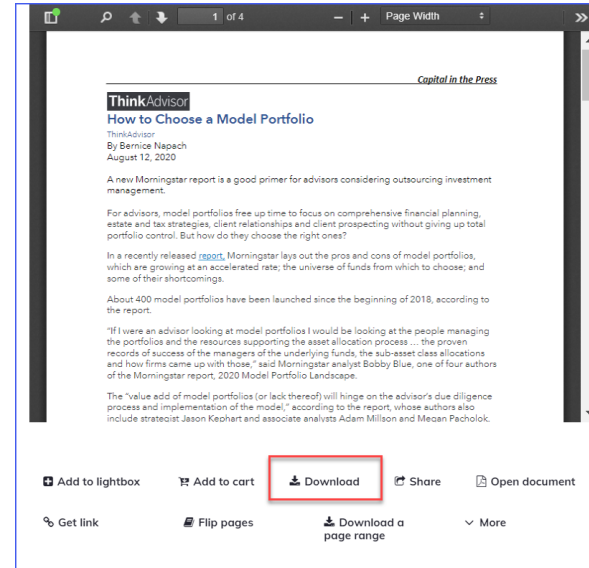
1) Hover over the asset in the search results screen (Thumbnails view) and click on the blue **Download** option.

2) Right-click on any asset (Thumbnails view *or* List view), and select the **Download** option.

Neil Langberg (NLL)
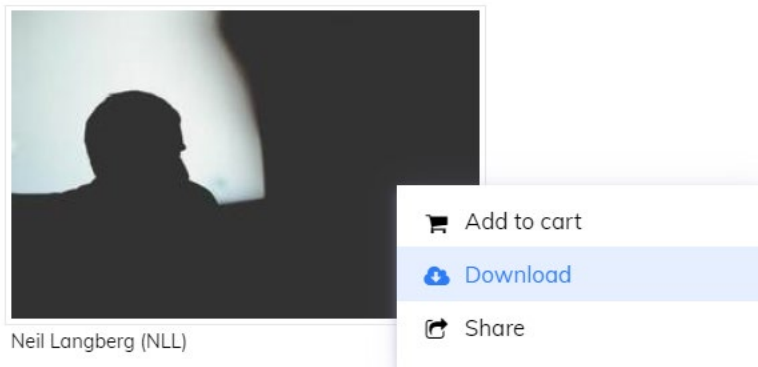
3) From the asset Detail view, click on the **Download** option below the asset preview in the **actions** panel.


A new **Download** window will present different download options for size and resolution, such as medium or high resolution, or watermarked versions only. Select the option(s) desired and click on **Standard download**. Your download will start automatically or, if assets need pre-processing, you may receive an email later with a link to the download.

If you require a format or size that is not listed, you may request access by adding the item(s) to your **Cart** (see **USE THE CART TO REQUEST AN ASSET**).
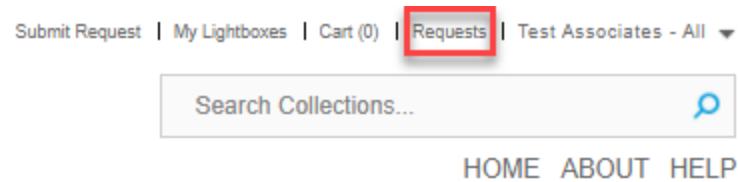
USE THE CART TO REQUEST AN ASSET

If you would like to request an asset(s) for use or download, add the item(s) to the **Cart** and submit a **Request** to the Corporate Archives team.
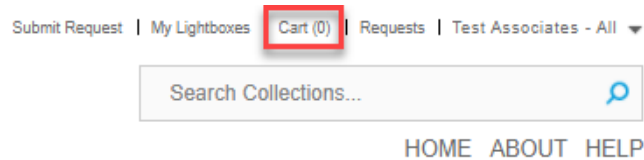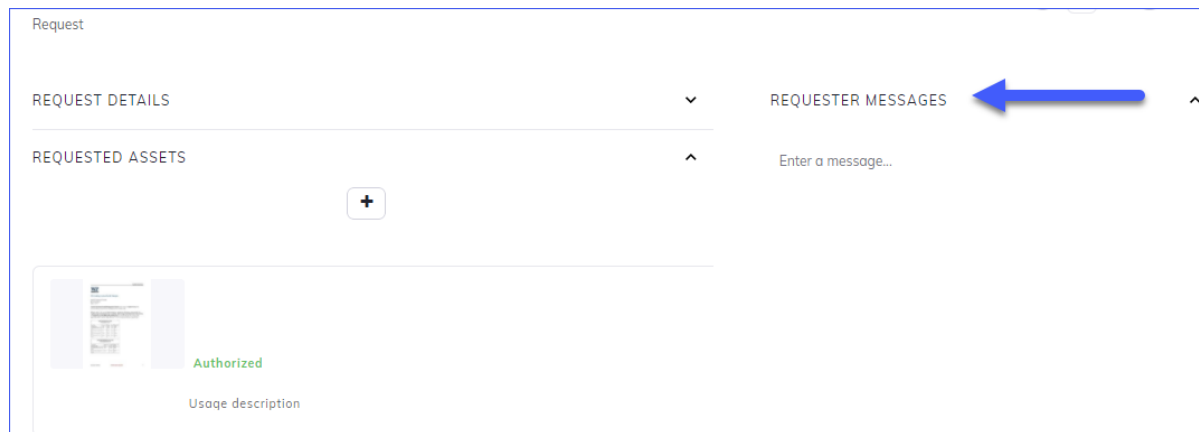

1. Add items to the Cart using the **Add to Cart** feature (available in the asset **Detail** view, by right-clicking any asset(s) in the **search results** page, or through a **Lightbox**). You can add multiple assets to the Cart.
2. After selecting the assets, click on the **Cart** option at the top menu to review.
3. For each asset, complete information about its **Intended use** and **Audience**, then click on **Request Authorization.**
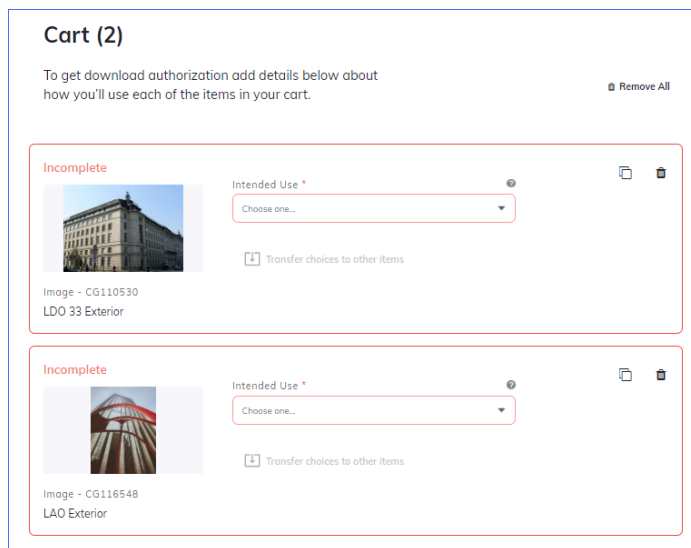
4. This will open a **Request** form to fill out. Complete the fields with information about your project (**Request Title, Type of Request, Request Description, Intended Audience, Estimated Due Date**). Once you are ready, click on **Submit Request**. You will receive an email confirmation of your submission.

5. You can review the status of your requests under **Requests** at the top right menu. Select **View** to see the details of your request.

Submit Request | My Lightboxes | Cart (0) | Requests | Test Associates - All ▼

Search Collections... 🔍

HOME   ABOUT   HELP

6. If needed, Corporate Archives staff will contact you with any questions. Messages will be visible in the **Requester messages** panel of your request. You will receive an email notification every time a message is added, and you may communicate with Corporate Archives directly through this panel.
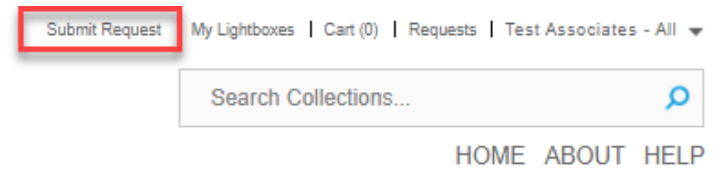
Request

REQUEST DETAILS   ⌄   REQUESTER MESSAGES   ⟵   ⌃

REQUESTED ASSETS   ⌃   Enter a message...

                        +

            Authorized

            Usage description

7. You will receive an email notification when your assets have been approved. To download the assets, open the request and click on **Download.**
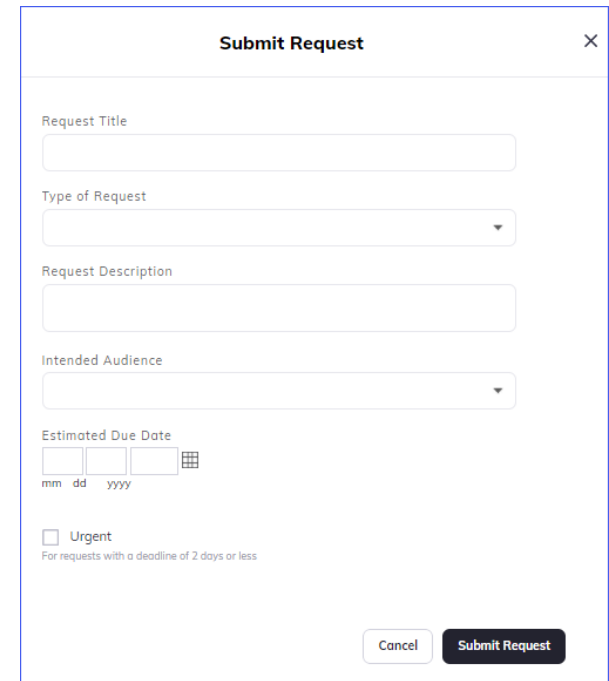
SUBMIT REQUEST

The **Submit Request** button at the top right menu can be used for:

- **Asset request** – Request assets for use
- **Headshot/Photoshoot** – Schedule a photoshoot for a headshot
- **Materials transfer** – Donate materials to the Archives for preservation
- **Milestone/retirement event** – Request assets, research or support for milestone project
- **Other** – Submit a question to the Archives team
- **Research requests** – Request general research assistance

Submit Request | My Lightboxes | Cart (0) | Requests | Test Associates - All ▼

Search Collections... 🔍

HOME   ABOUT   HELP

For requests to access specific assets, see USE THE CART TO REQUEST AN ASSET. If you don't have access to an asset but have an idea of what you would like to use or the topics you are interested in, you can create a request in CHAMP as follows:

1. Click on **Submit Request** at the top right menu.

2. This will open a **Request** form to fill out. Complete the fields with information about your project (**Request Title, Type of Request, Request Description, Intended Audience, Estimated Due Date**).

3. Once you are ready, click on **Submit Request**. You will receive an email confirmation of your submission.

4. You can review the status of your requests under **Requests** at the top menu and click on **View** to see the details of your request.
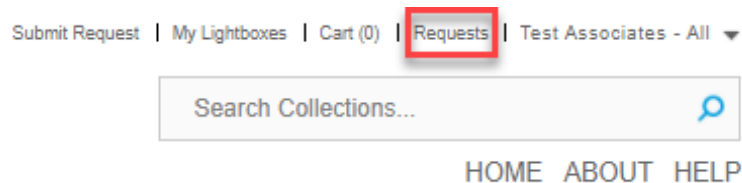
5. Corporate Archives staff will contact you with any questions. Messages will be visible in the **Requester messages** panel of your request. You will receive an email notification every time a message is added and you may communicate with Corporate Archives directly through this panel.
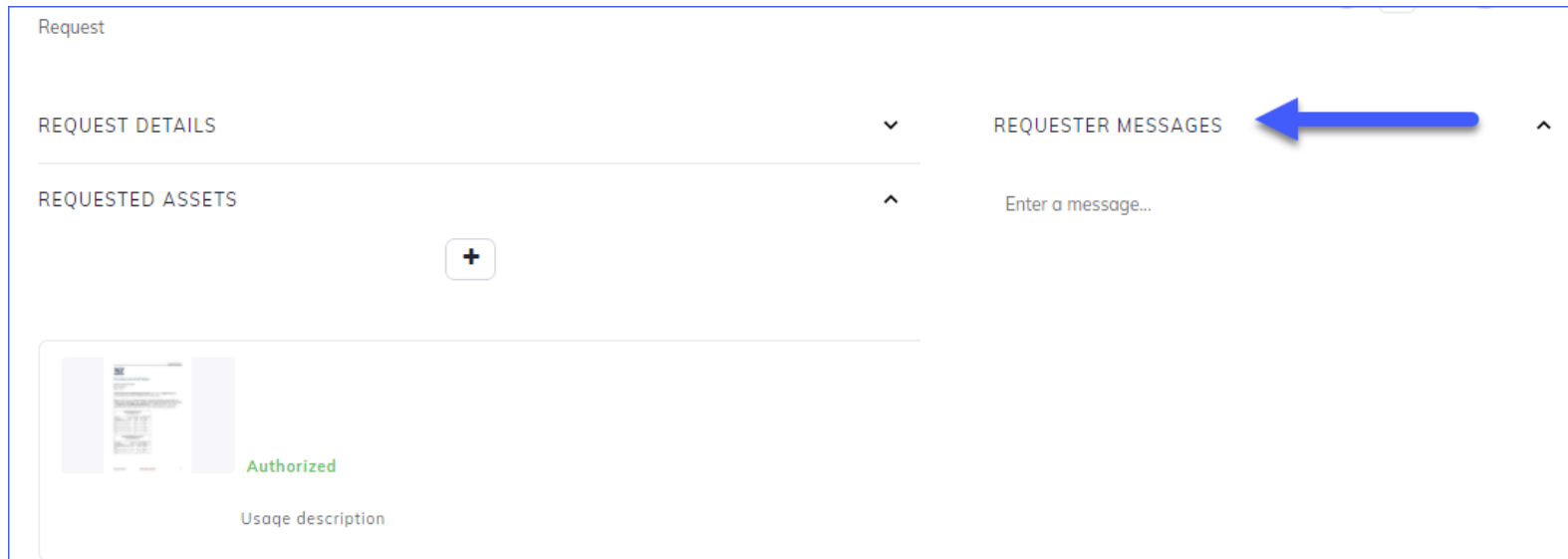

Please note: Requests may take 1-2 weeks, depending on research required, team availability, and whether a collection is located offsite or an item is not digitized.

CREATE A LIGHTBOX
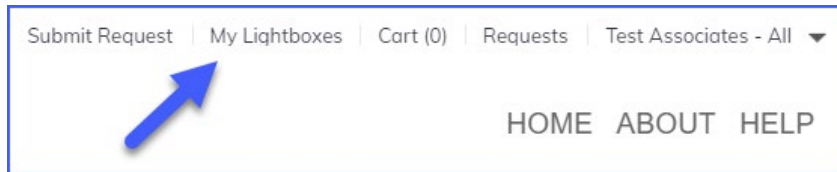
The **Lightbox** feature allows you to create a virtual collection of assets for personal or collaborative purposes. Lightboxes are useful when you are researching a topic and want to set aside images or documents for possible use at later time.

Items in a lightbox can be added to the Cart if you wish to request access (see USE THE CART TO REQUEST AN ASSET).
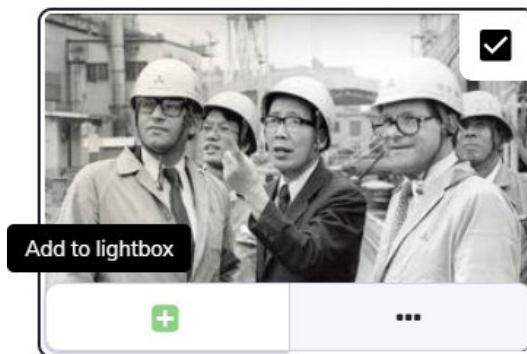
To select a single or multiple assets from the **search results** page, hover over the preview and click on the box at the top right of, or next to, the asset's thumbnail.
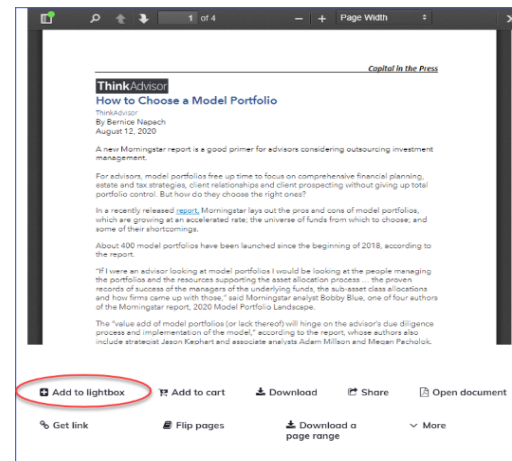
To add an asset from the asset **Detail** view, click on the **Add to lightbox** option that appears below the asset preview in the Actions panel.
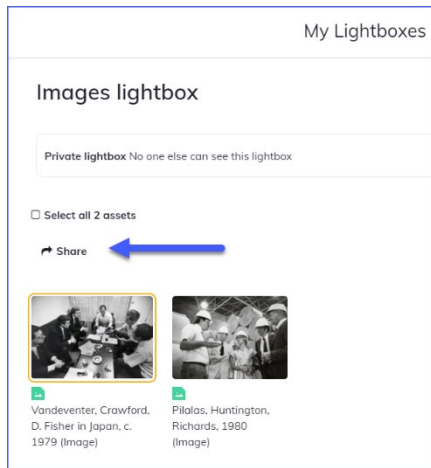
Under **My Lightboxes,** you may find an option to **Share** a lightbox with other collaborators, depending on the item's access level and user permissions.