

Online Image Management

For any album/event maintenance, you must login to you admin site, then click on “Login to Account” on the top left menu. Click on “View Photos” then we can begin.

The screenshot displays the 'view photos' section of an online image management system. At the top, there are navigation links: 'ONLINE IMAGING HOME', 'CONTACT US', and 'HELP CENTER'. Below these are links for 'Create Album' and 'Keyword Search'. The interface includes dropdown menus for 'View by: Thumbnails' and 'Sort by: Album Title (A to Z)'. A sidebar on the left shows 'Storage Used: 2.64 GB' and a menu with options: 'Add Photos', 'View Photos', 'My Cart', 'My Account', and 'Logout'. The main content area is titled 'view photos' and contains a 'LEGEND' section with icons and text: a green clock for 'Image(s) will expire within 15 to 180 days', a red clock for 'Image(s) have expired', a yellow clock for 'Image(s) will expire in 15 days or less', and a folder icon for 'Image(s) are preserved'. Below the legend, there are two columns: 'TEMPORARY' and 'PERMANENT'. The 'TEMPORARY' column shows two album thumbnails with dates '2-27-2008' and '3-1-2008', each with links for 'Edit | Delete | Event Settings'. The 'PERMANENT' column is currently empty.

You should now be looking at all of your uploaded albums. The dates the album was uploaded will be visible unless you have renamed the album.

Renaming an Album

From the view photos portion of your site, click on “Edit” located above the album you wish to rename.

To rename the album, type a new name under “Album Title” then click the “Edit Album” button to apply the change.

You can also change the image displayed on the cover of your album.

Just click on the displayed photo and a new box will pop up asking you to choose your image. Click on the image, and then click the “Edit Album” button to apply the change.

Deleting an Album

From the view photos portion of your site, click on “Delete” located above the album you wish to delete. You will then be prompted to verify and delete your images a second time before your images are actually deleted.

Public and Private Events

From the view photos portion of your site, click on “Event Settings” located above the album you wish to edit.

Every time you upload an album to your site, it is automatically uploaded as a private event. You must then go into the albums event settings and set up an event code/password, or set the album to public and publish it.

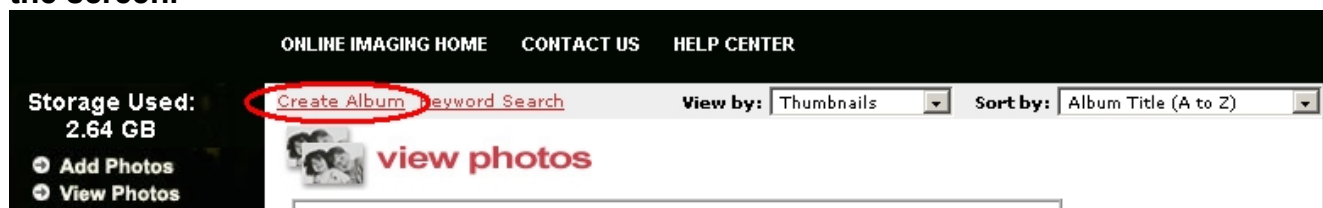
Private Events - Click the “Private Event” bubble then type in a unique event code you will then give to your customers so that they can gain access to the album. Set the price list* to be attached to the album then click update.

Public Events - Click the “Public Event” bubble then set the price list* to be attached to the album and click publish.

**The event/album may not be orderable or viewable until a price list has been set up. Make sure you do so prior to updating the event settings.*

Creating a New Album / Album within an Album

From the view photos portion of your site, click on “Create Album” from the top left of the screen.



You will then be asked if you want to create a new album, or create an album within an album.

If you choose to create an album within an album, you will be asked where to put the new album. Just name the album you are creating (you can use duplicate names), type in a description if needed, and click on the album you wish to place this album into (It will turn red). When done, click on “Next” and you will be taken to the empty album.

Copying and Moving Photos

From the view photos portion of your site, click on the album containing the photos you wish to copy or move.

***Click the select box for each photo you wish to copy or move.**

**If you are moving an entire album, you can click the “Select all images on this page” check box to do a page at a time, then move to the next page and repeat the process. If you have many pages, you may want to click the top right drop down to change the quantity of images displayed on each page (24, 48, 96, or ALL).*

Once all images have been selected, click on the “Copy/Move” option on the top right tool list OR at the bottom of the screen.

On the new screen, choose Copy or Move from the drop down and choose the album you wish your images to be relocated to, then click the Copy/Move button.

**Note: If you want to delete or rotate images, just click the select box for those images then click on the below option you wish to use.*

