

GALLERY USER GUIDE



DOCUMENT

Release 25.9
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Last Updated: 03 October 2025

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CHAPTER 1 – INTRODUCTION TO THE PROJECT GALLERY

The InEight Document Project Gallery Module facilitates the easy capture, cataloguing, storage and retrieval of images related to a Project from cameras, mobile phones and other image capture devices.

The Project Gallery enables all parties on a project to easily record valuable project information (such as site conditions and events) then transmit it quickly and easily to facilitate collaboration.

The Project Gallery module offers the following benefits:

- Quick and simple way to associate images and video with information and project elements from other InEight Document modules including Documents, Mail, Forms, and Lots.
- Provides visual records and evidence to help quickly report and evaluate project conditions, events and progress.
- Adds a valuable perspective to projects.
- Full mobile functionality, with an intuitive and streamlined interface for both mobile devices and the desktop environment.

See:

1.1 PREREQUISITES

To utilise the Project Gallery functionality on a project in InEight Document, the following is required:

	Prerequisites
1	Project Gallery module enabled
2	Access to the Project Gallery granted at a Security Group level

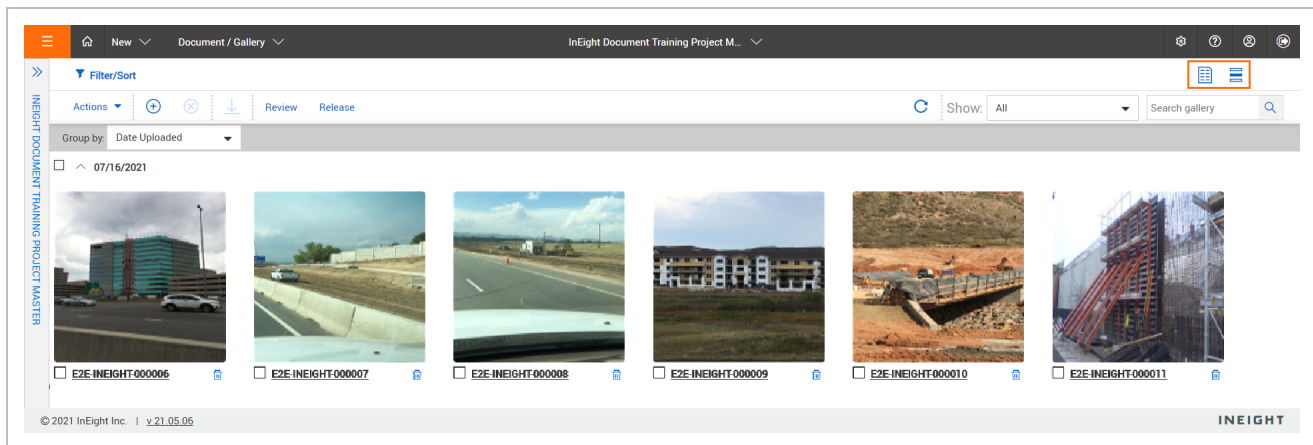
This page intentionally left blank.

LESSON 2 – PROJECT GALLERY REGISTER & DASHBOARD

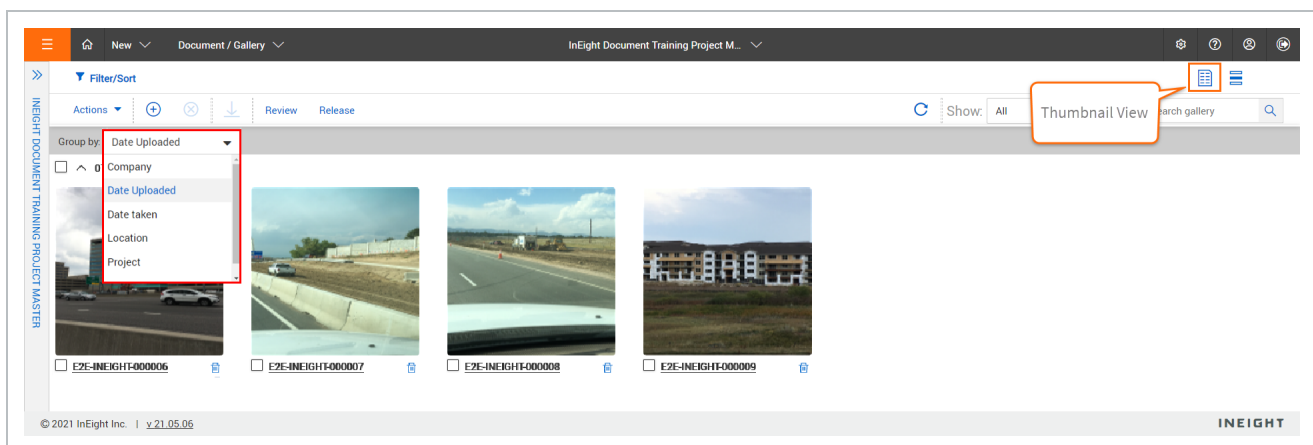
The Project Gallery Register is the central location for all captured images. It is accessed via the **Gallery** button on the left menu at the InEight Document Dashboard.

2.1 THUMBNAIL AND LIST VIEW

Within the register, users have the option to toggle between a list view, a thumbnail view and a map view of the available images.

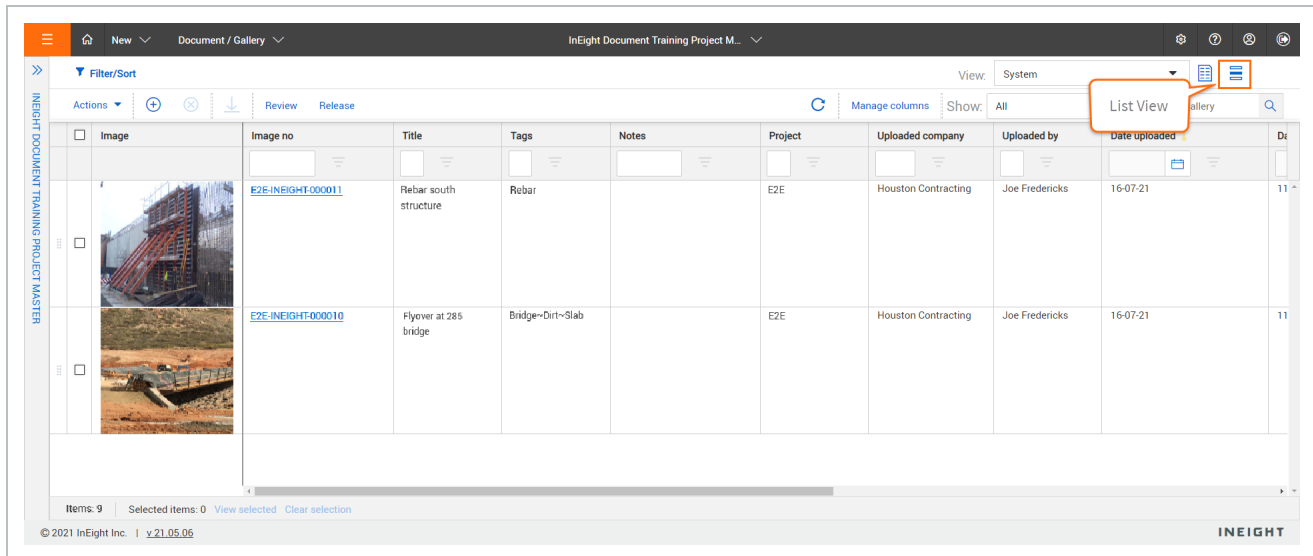


When you select **Thumbnail View**, small thumbnail images will appear.



Using the **Group By** drop down you are able to select between the dates, company, tags or location view.

If the **List View** option is selected from the view dropdown, small thumbnail images with Metadata details will be shown as a list.



Sorting can be done by clicking on the column headers.

Single or multiple photos can be selected for download by ticking the check boxes below every image.

When you select **Map View**, the register will appear as a map with numerical values placed at locations where images are registered.

Zooming closer to a specific location will split the numerical values to the registered image location.

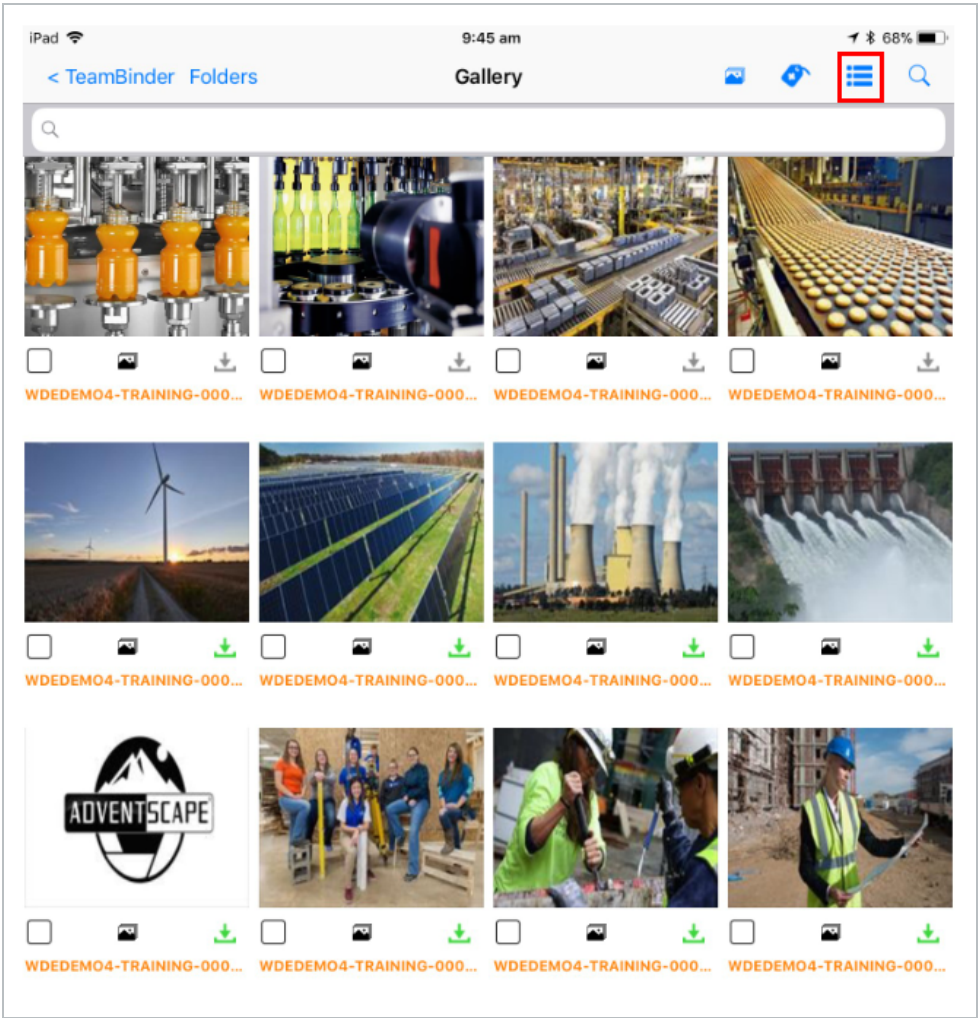
2.2 IOS APP VIEW OPTIONS

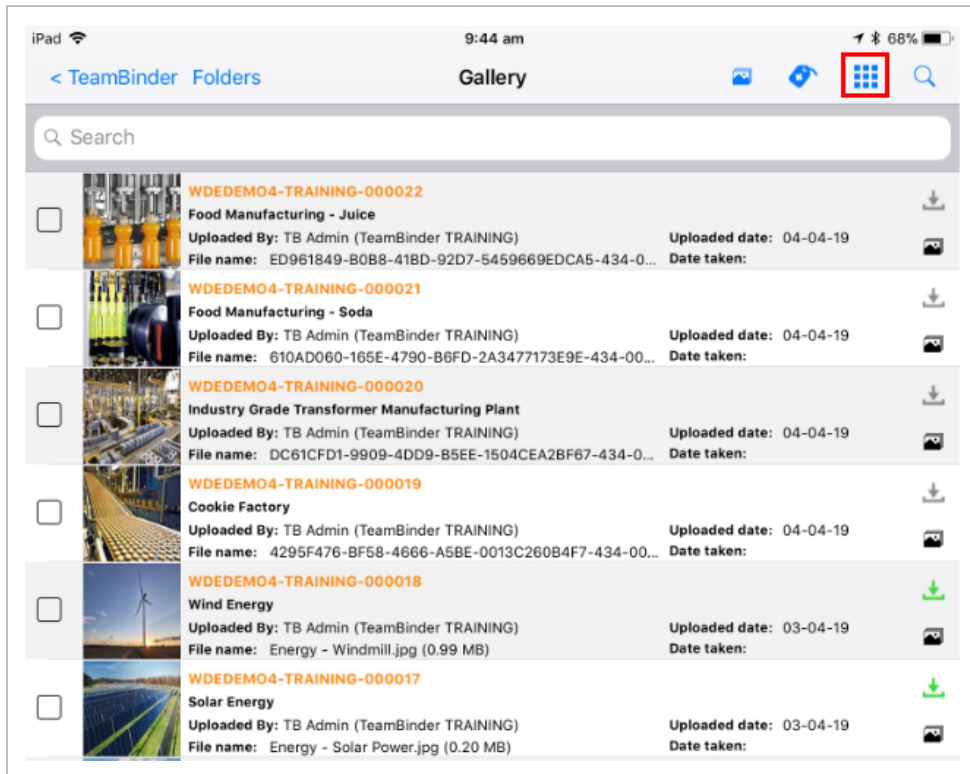
Using the iOS App, toggle between List and Thumbnail View using the icon on the top right corner (next to the tag icon)

The **Thumbnail View** provides a preview of the images currently saved.

The **List View** includes a smaller thumbnail along with the basic image Metadata

The **Global Map** view uses location pins to indicate where images are located.



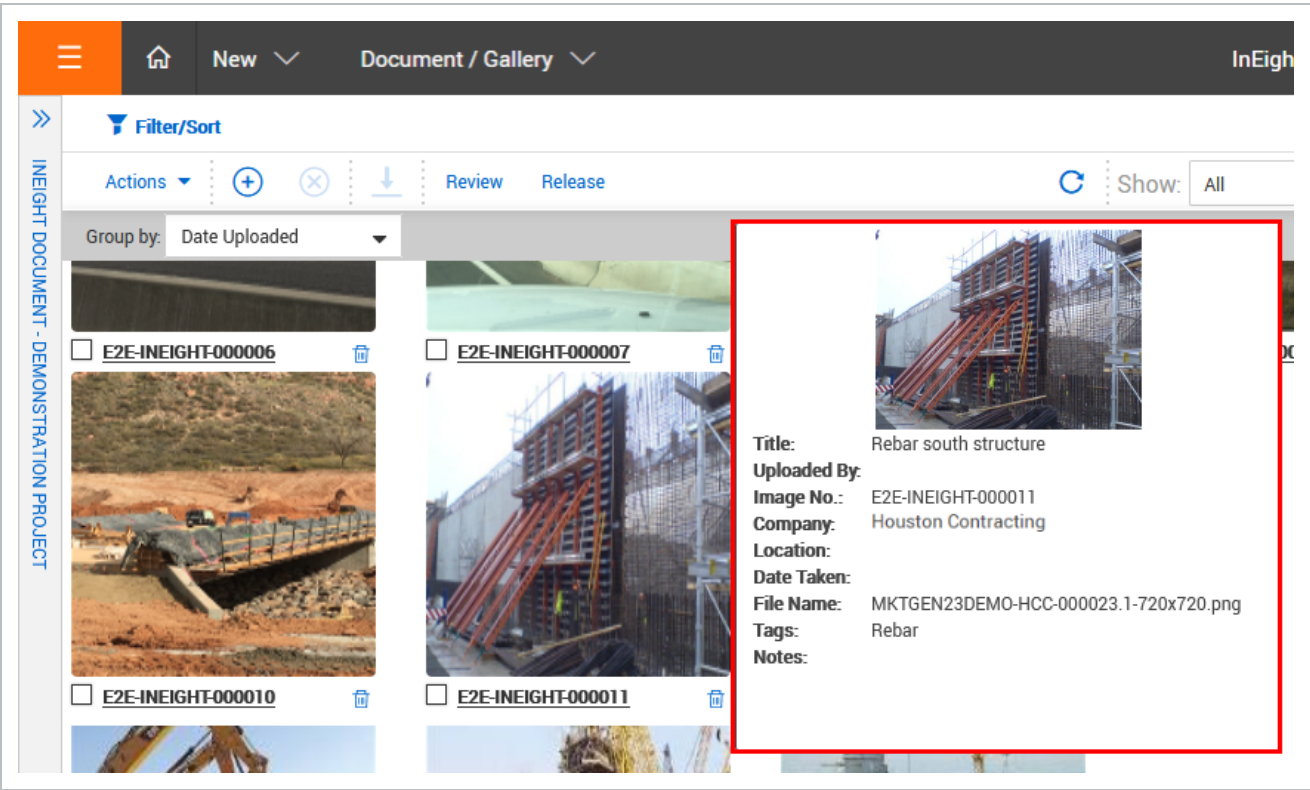


To download individual images, click the **Download** icon next to each image. This will download the image to the Downloads area of the App. Images can then be transferred to other applications such as image editors or file managers such as Dropbox.

To download multiple selected images at the same time, use the download icon at the top right corner of the screen. The download icon turns green for images already downloaded and grey if images have not been downloaded to the device.

2.3 IMAGE PREVIEW

When the mouse pointer hovers over an image thumbnail, a preview of the image along with its basic Meta data will be shown. When the mouse pointer is moved away from the image, the preview disappears.



If using the iOS App: a preview of the image and the image details are shown when you click on the image.

iPad 9:47 am 68%

[< Back](#) WDEDEMO4-TRAINING-000017 [Save](#)

Image No

WDEDEMO4-TRAINING-000017

Version

1

Title

Solar Energy

Tags

Add a tag

Location

21 Bedford Street Adelaide VIC 3051

File Name

Energy - Solar Power.jpg (0.20 MB)

Uploaded By

TB Admin (TeamBinder TRAINING)

Date Taken

Date Modified

03-04-19

Ratings

★ ★ ★ ★ ★

Avg. Ratings

★ ★ ★ ★ ★

Notes

Make Item Private

☐

Access Level

Personal

Company

Project

[\[Linked Items\]](#) [\[History\]](#) [\[Show Versions\]](#) [\[Comments\]](#)

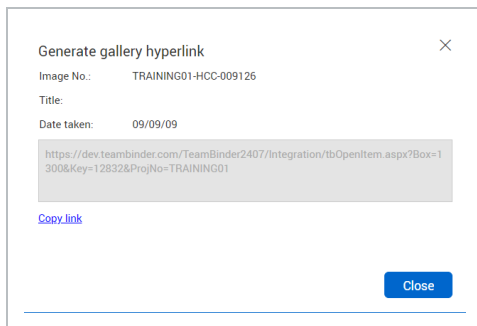
2.4 IMAGE HYPERLINKS

You can generate a document hyperlink for a gallery item to send to another user. The link takes the recipient directly to the gallery item.

GENERATE A HYPERLINK

Summary: Generate a hyperlink when you want to quickly send a link to another user without sending an item for review or linking it to another module.

1. From the Gallery register, expand the **Actions** menu, and then select **Generate gallery hyperlink**. The Generate gallery hyperlink dialog box opens.

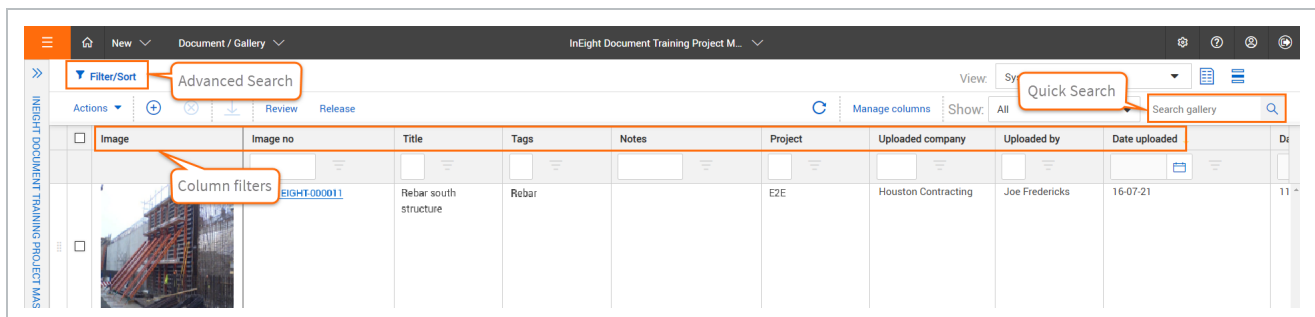


2. Click **Copy link**. The hyperlink is copied to your clipboard.

What's next: You can send the hyperlink to other users.

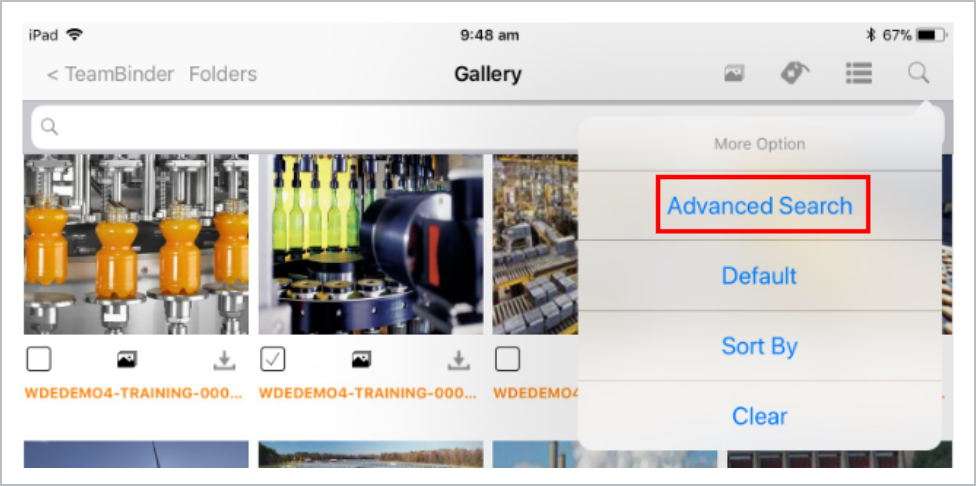
2.5 PROJECT GALLERY SEARCH FEATURES

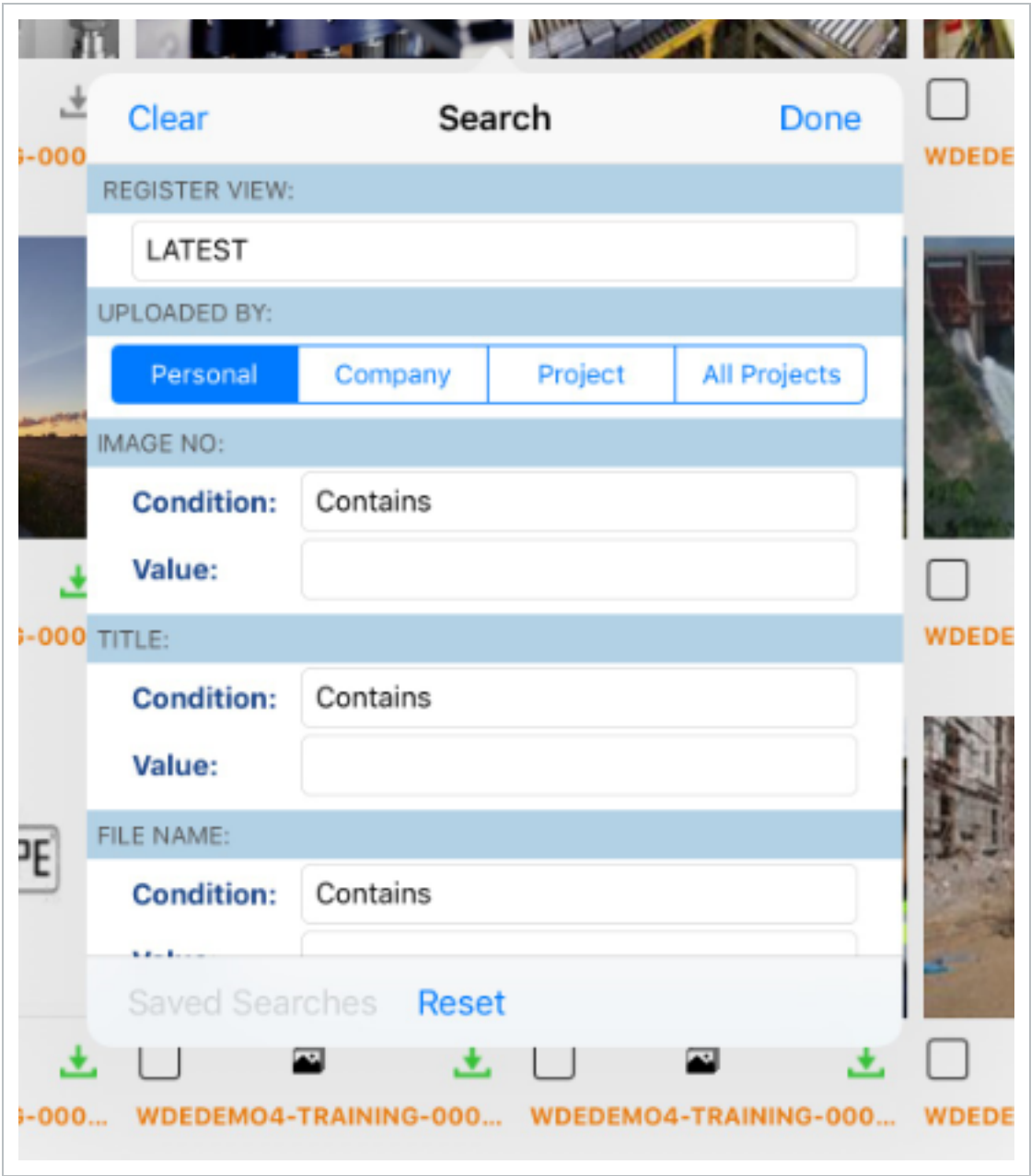
The Project Gallery module includes the Quick Search, Register Filters and the Advanced search functionality offered in other modules.



Filter/Sort (Advanced search) includes options to filter based on the register view, the image details, date range, address, Image tags and the file type. More search options can also be filtered for by clicking on the link above the Manage button.

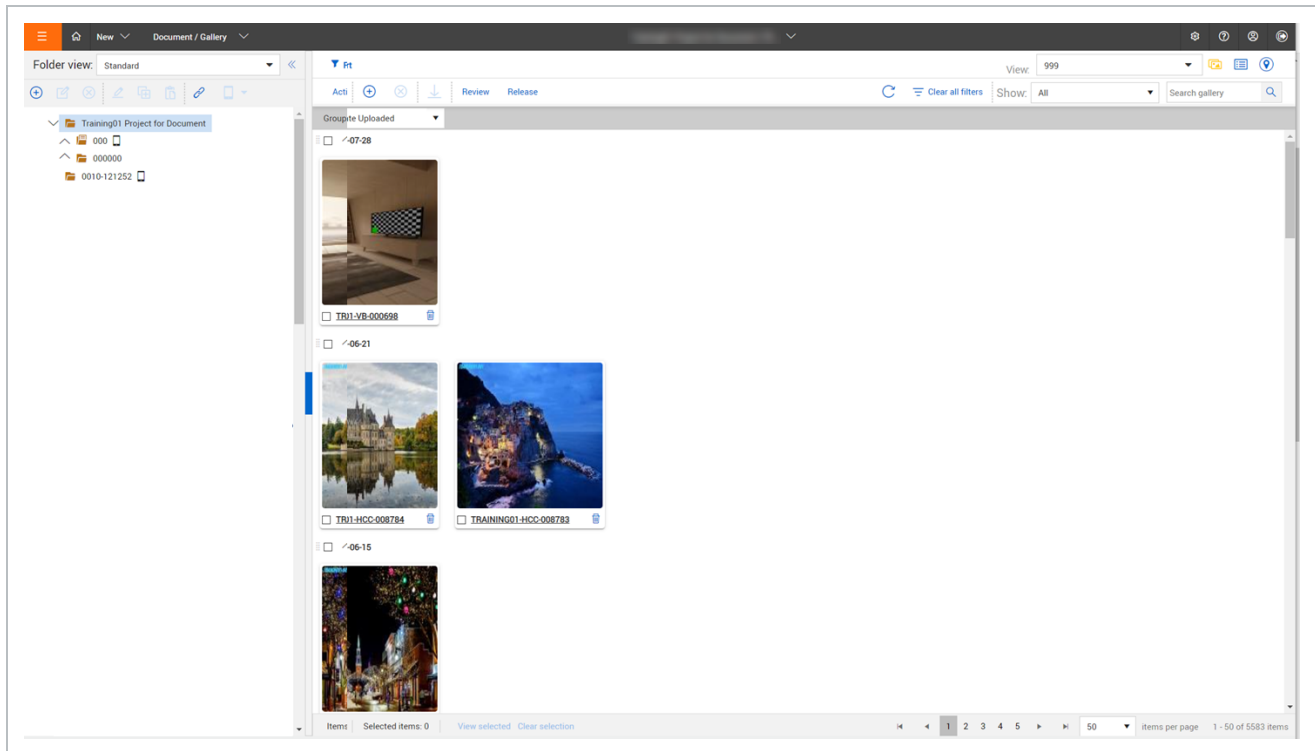
If using the iOS App, the Advanced Search can be accessed using the Search magnifying glass icon on the top right corner of the register and by entering the filter criteria required.





2.6 PROJECT GALLERY FOLDERS

Project Gallery images can be stored in smart folders which can be easily accessed via the left side of the register by expanding the folders section.



2.7 GALLERY DASHBOARD WIDGET

The InEight Document Dashboard provides the user with statistics relating to the Gallery Module. The statistics are links that direct the user to the relevant item selected.

The Gallery widget includes the following information:

- New Images Uploaded
- To Review
- Total Assigned Items
- Returned From Review

In addition, the toggle below allows the user to switch between the following views:

- Personal
- Company
- Project
- All Projects

 Gallery

Personal

Total overdue 0

0

New Images Uploaded

0

To Review

0

Total Assigned Items

0

Returned From Review

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CHAPTER 3 – UPLOADING IMAGES

For information on Uploading Images, see the links below.

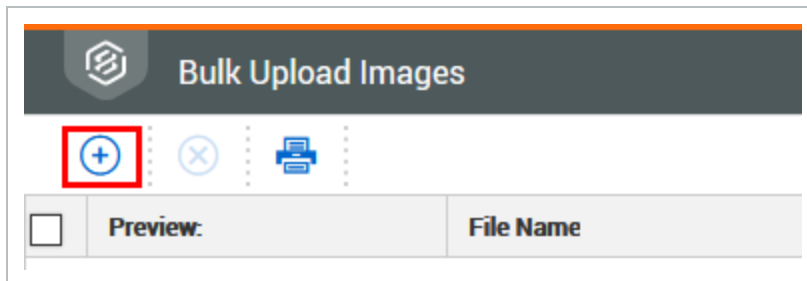
3.1 SINGLE AND BULK UPLOAD

Images can be uploaded to the Project Gallery as single files, or in bulk.

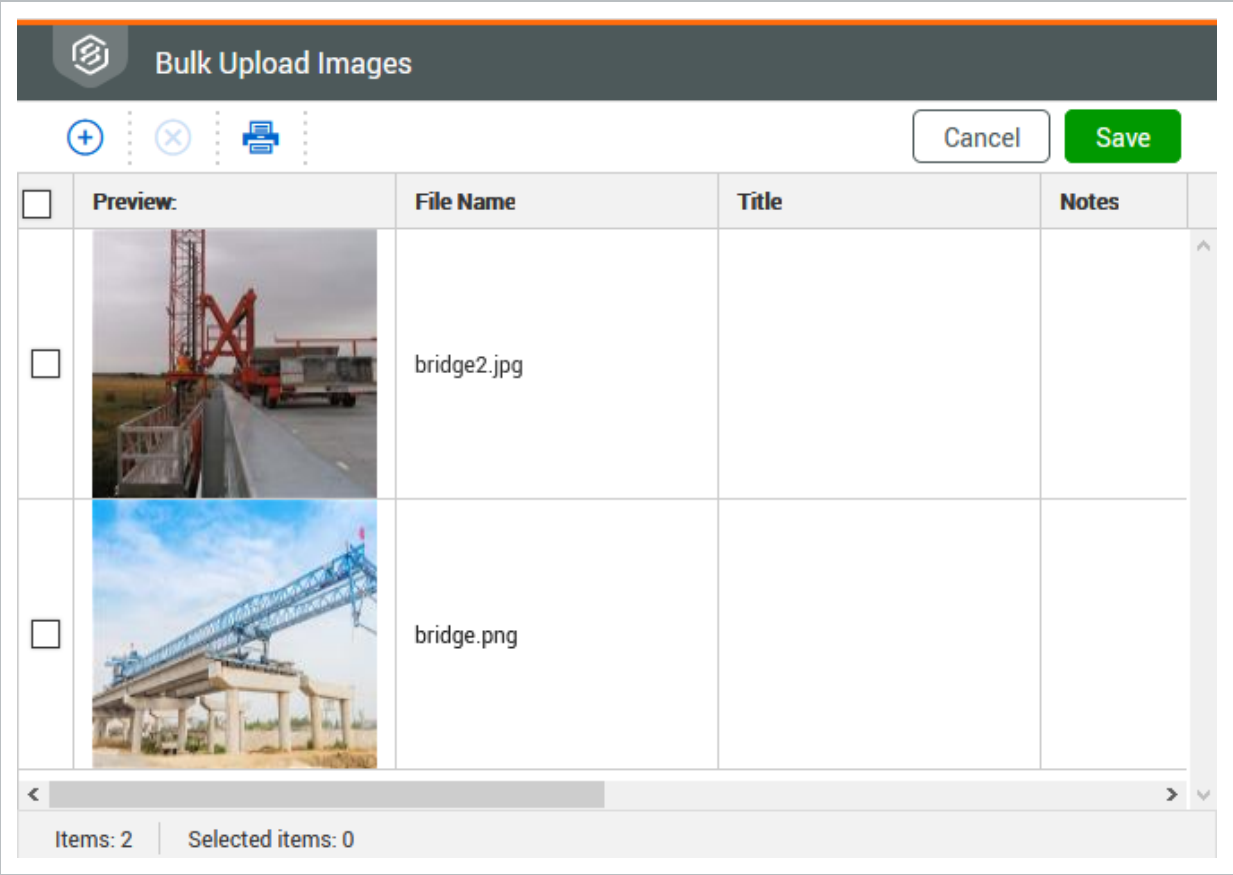
1. From within the Gallery register click the  button on the menu bar.



2. At the Upload Manager window click the  button to add one or more files.



3. Select the files to upload in the Upload window. They will start uploading immediately with upload progress shown next to the file name.



- 4. Once the files are uploaded, a miniature thumbnail of the uploaded image appears on the left in the Preview column.
- 5. Once all images are uploaded, they can be saved along with the associated metadata by clicking **Save**.

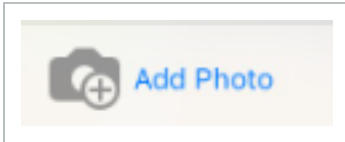
NOTE Files can be removed by clicking the **Delete** icon in the Upload Manager.

3.2 SINGLE AND BULK UPLOAD USING THE IOS APP

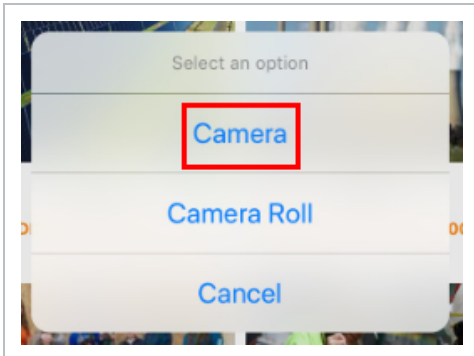
For information on Single and Bulk Upload using the IOS App, see the links below.

3.2.1 Camera

1. To upload images, select the **Add Photo** icon in the bottom menu of the register.



2. Images can be directly captured using the camera.



3. Once the photo is taken it will be added to the horizontal bar which lists the photos to be uploaded to the Project Gallery register. These pending images will be available in the Project Gallery Register once the user selects the **Upload** button or alternatively can be removed using the **Delete** button.

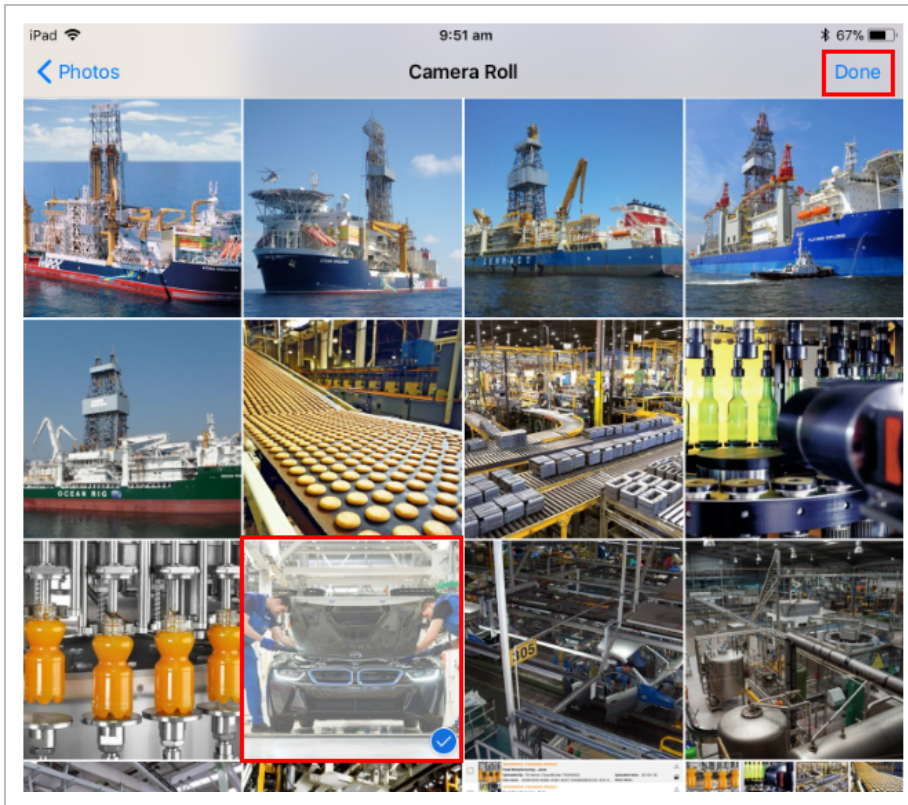
4. Click the **Upload** option to upload the images to the Project Gallery Register.



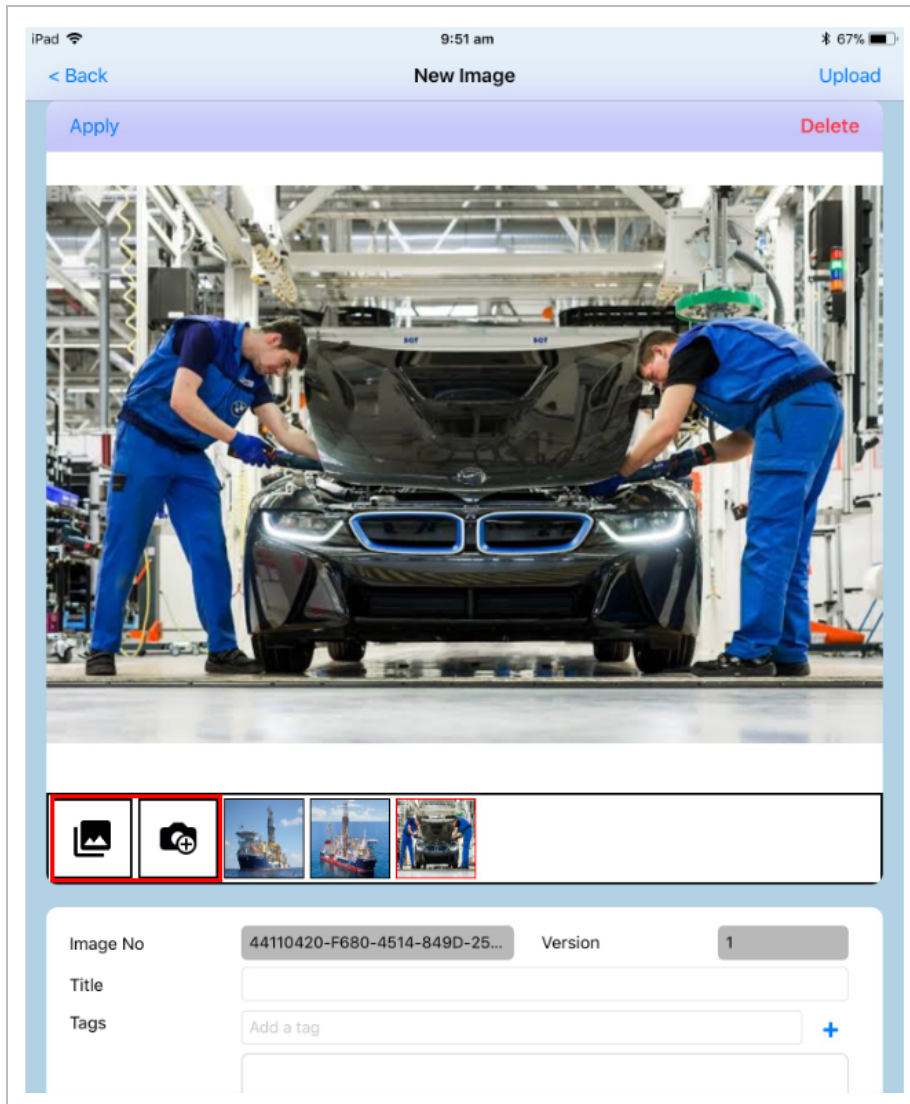
3.2.2 Camera Roll

If after clicking **Add Photo** the Camera Roll option is selected:

1. Select one or multiple images. Once selected the image greys out and a check sign appears.



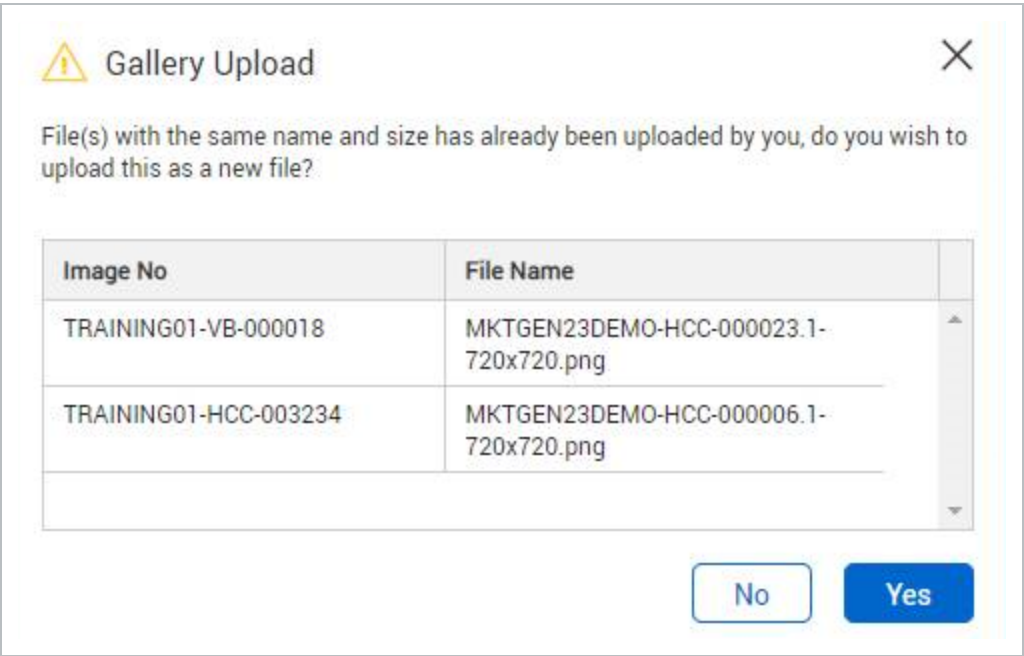
2. Click **Done** (top right corner) to add the images to the app.
3. This opens the **New Image** page (the standard mobile device camera capture interface.)



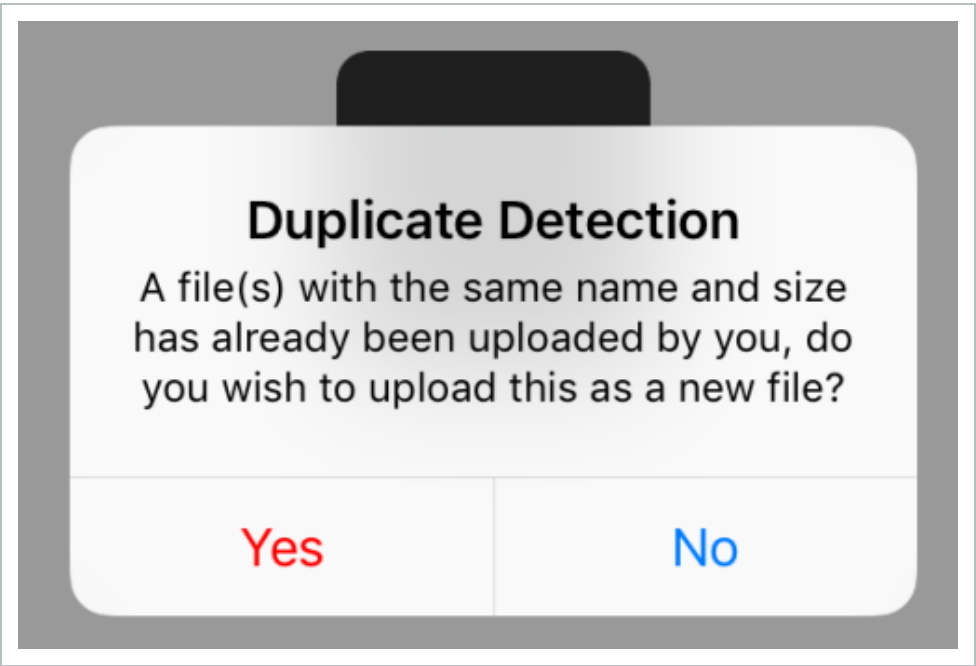
4. Add additional metadata and select images to upload by selecting the **Camera Roll** or **Camera** buttons below the image.

3.3 DUPLICATE DETECTION

When uploading files, if there is an image with the same name and size that already exists in the Project Gallery register it will be detected by the system.



The user is notified and given the option to not upload the duplicate image.



If the **‘Yes’** option is selected from the duplicate detection pop up notification, the upload will continue and the duplicate image is uploaded. If **‘No’** is selected, an alternative image can be selected.

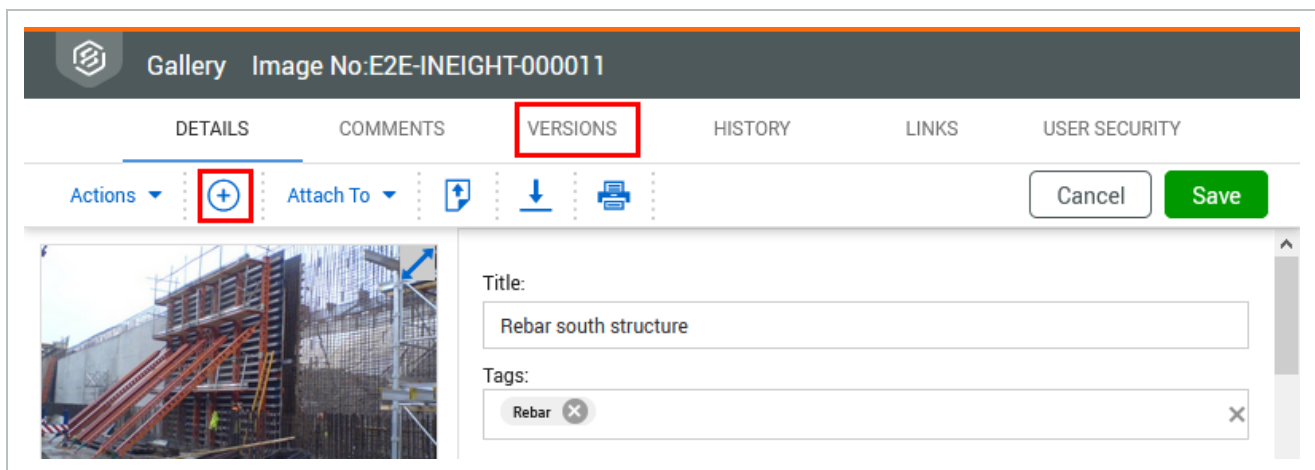
The following detection criteria are used to identify duplications:

- File Name
- File Size
- Uploading user

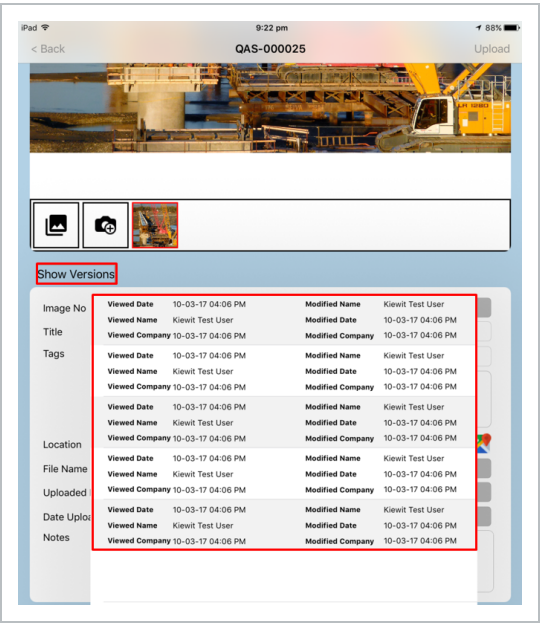
3.4 PROJECT GALLERY VERSIONING

The Version tab shows all available versions for an image.

A new version can be created by clicking the  button, selecting the relevant image, and then clicking **Save**.



In the iOS App, view different versions of the same image and associated details, by clicking **Show Versions**.



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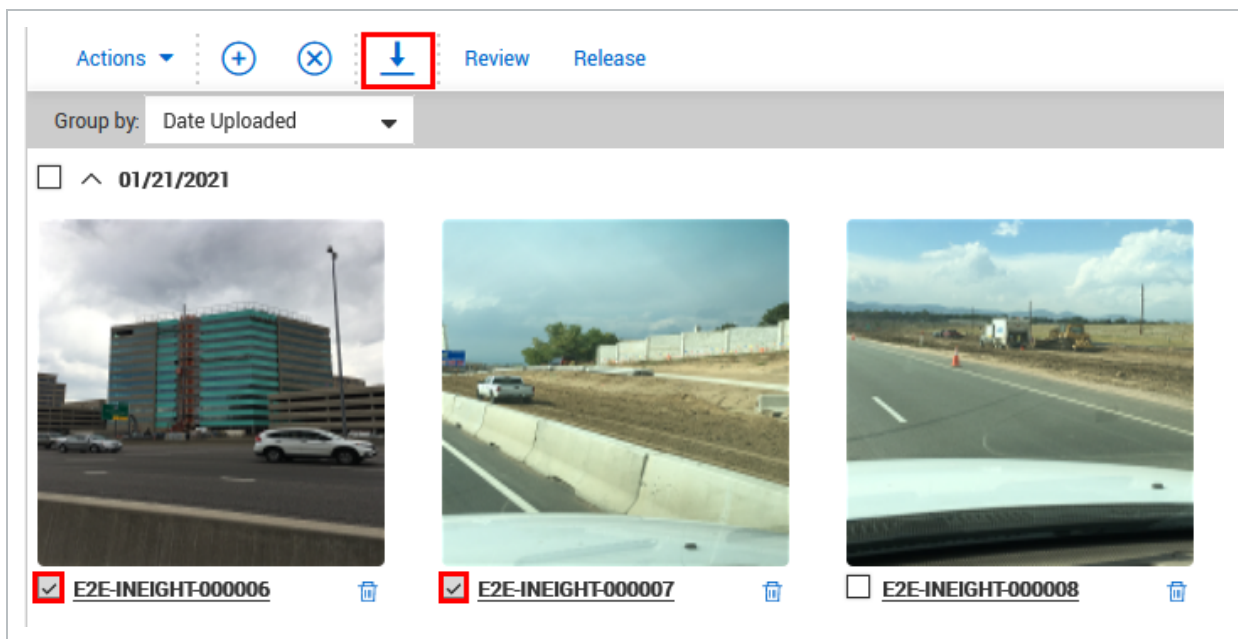
CHAPTER 4 – DOWNLOADING IMAGES

For information on Downloading Images, see the links below.

4.1 SINGLE AND BULK DOWNLOAD

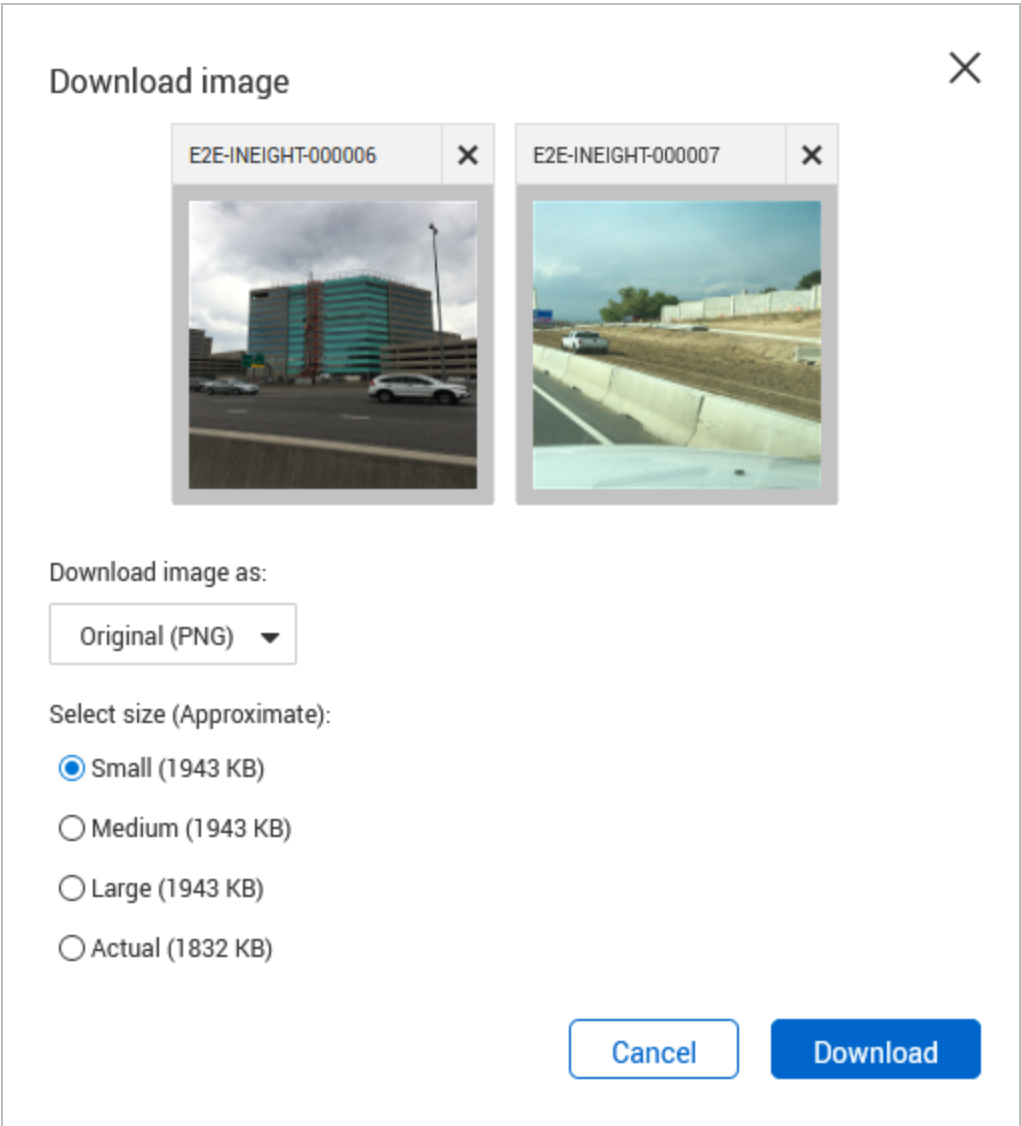
To download files:

1. From within the Project Gallery register click the check boxes against one or more images to select them.
2. Click the  button.



3. The Download Manager window will appear. Select the file format and the size of the image

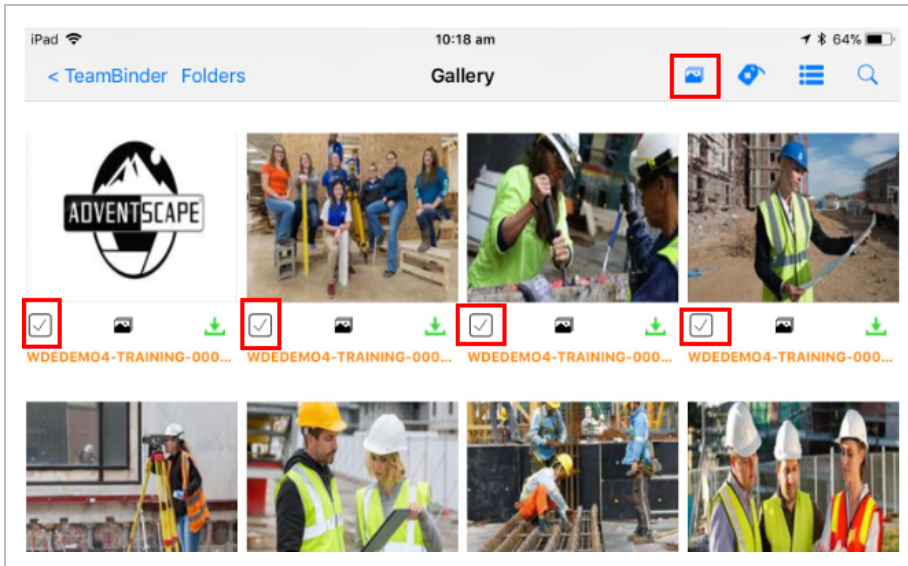
from the dropdowns.



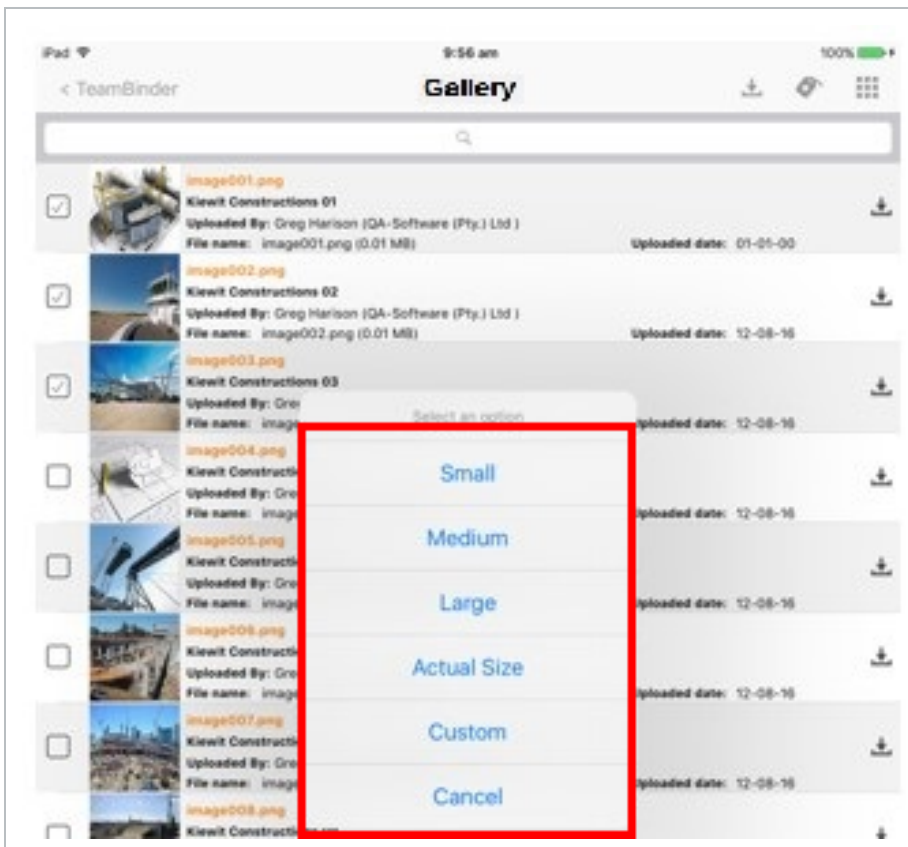
4.2 SINGLE AND BULK DOWNLOAD IOS APP

To download images using the iOS App:

1. Select the checkbox against image(s) then the **Download** icon from the top left of the Register.



2. Choose from the download size options, then press **Download**.



NOTE

When the user selects download, the following options are available:

- Small: Downloads a lower resolution of the original image with reduced file size.
- Medium: Downloads a lower resolution of the original image with reduced file size.
- Large: Downloads original resolution of the image but with reduced file size.
- Actual Size: Downloads selected files in their original state.
- Custom: Allows user to customize the download resolution.

CHAPTER 5 – IMAGE DETAILS

For information on Image Details, see the links below.

5.1 EDITING PROJECT GALLERY IMAGE METADATA

To edit image metadata:

1. Click on the image number link in the Register view. This opens the Details screen.



2. Within the Details screen you can edit image details as well as specify tags and any notes associated with the image.


Gallery
Image No:E2E-INEIGHT-000001

DETAILS
COMMENTS
VERSIONS
HISTORY
LINKS
USER SECURITY

Actions
Attach To
Download
Print
Cancel
Save



Image no.

E2E-INEIGHT-000001

Version no.

1

File name

Photo 3.jpg

File size

11 KB

Image dimension

251X201

Review status

NO-REVIEW

Average rating

Title:

Crane

Tags:

Select a tag...

Date taken:

Date modified:

28 Aug 2020, 12:59 pm

Uploaded by:

Joe Fredricks

Ratings:

☆☆☆☆☆

Notes:

Project:

E2E

Access level:

Company

☐ Make this image private?

Location

Address

Map

Satellite

Search Google Maps

Grattan St

Kernot Rd

Berkeley St

Barry St

Melbourne Business Scho

Seven Seeds

Meat Market

Arden St

Byron St

Bendigo St

- Every user can provide their individual rating for the image by selecting the number of stars and the average rating is populated below the image in the details screen.
- An address can also be entered manually. The location will then appear on the map within the Details screen.
- Once the Details tab has been completed, click the **Save** button.

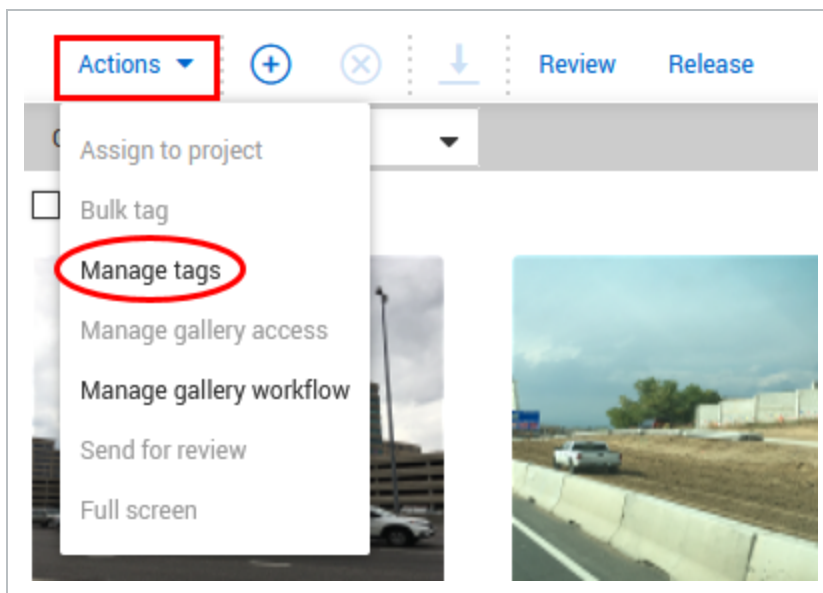
NOTE

- The image number, file size, file type and file name will be displayed under the image.
- A single image can be downloaded from the detail view once this tab has been saved.
- If an image is taken with the location services enabled on the device against the InEight Document application, the coordinates will be shown on the map automatically.

5.2 MANAGING TAGS

The Manage Tags feature allows administrators to:

- Create Child Tags
- Control if all user or only administrators have access to certain Tags.



When creating or revising a Tag from the **Manage Tags** window, double-click the tag you want to edit.
tick

Manage tags

☐	Tag ↑	Only available for Administrators	Parent tag
☐	Building	No	
☐	Civil	No	
☐	Concrete	No	
☐	Construction	No	
☐	Crane	No	
☐	Office	No	

Items: 6

Close

Tick the "Only available for Administrators" field tick box to restrict access to administrators.

Tags can also be broken down into parent and children by entering a Child Tag and clicking the  icon. For example, parent tag “Concrete” could be additionally classified under child tags “T-Shaped”, “Frost Protected” etc.

Edit tag

×

Tag name

Concrete

☐ Only available for administration

Child Tag:

Frost Protected

Clear

+

Child tags added:

Child Tag		
T-Shaped	−	⬆
< >		
Items: 1		

Cancel

Save

5.3 TAGGING

When Tags are being typed, the user is provided with suggestions based on previously used Tags. User can either select from the suggestions or enter a new keyword as a Tag.



Image no.
E2E-INEIGHT-000001

Title:
Crane

Tags:
c

- ☐ Civil
- ☐ Concrete
- ☐ Construction
- ☐ Crane

Joe Fredricks

☆ ☆ ☆ ☆ ☆

Once entered manually, or selected from the list of available items, a Tag becomes a Token.



Title:
Crane

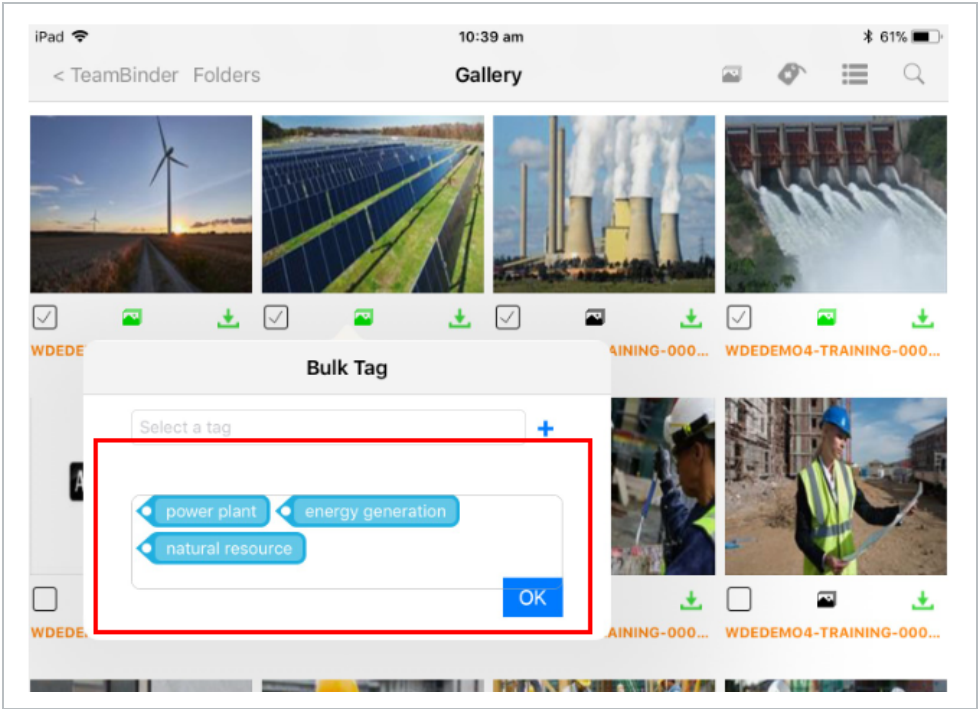
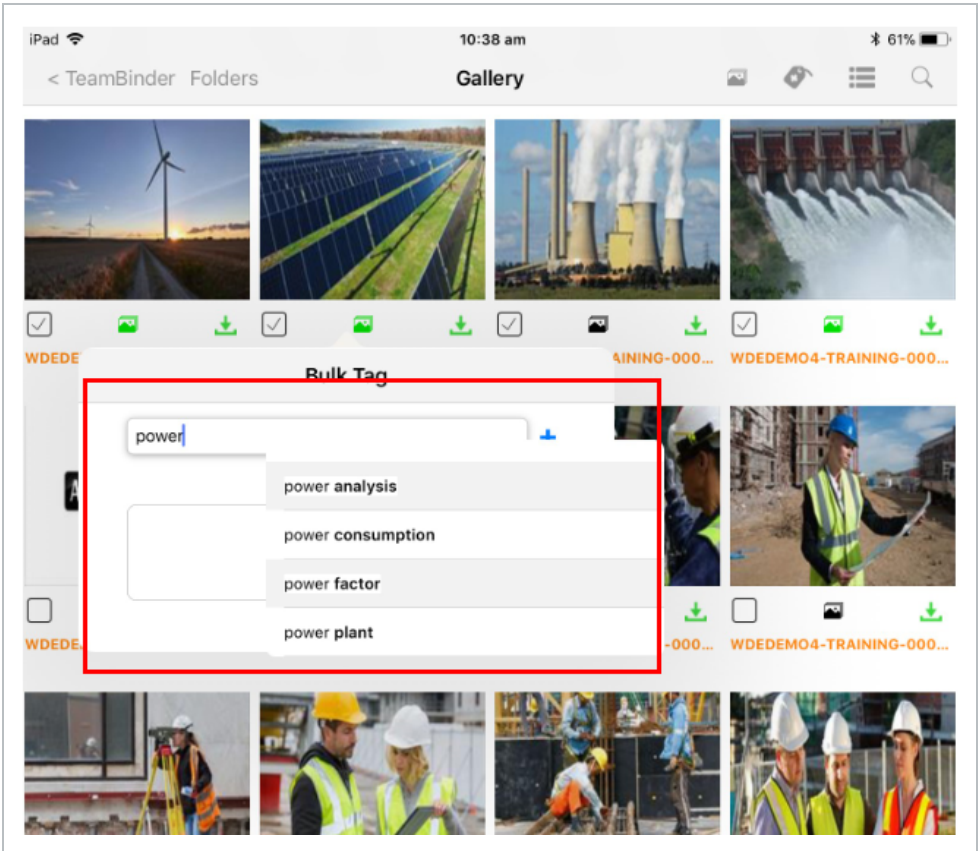
Tags:
Construction × Crane ×

Date taken:

Date modified:
28 Aug 2020, 12:59 pm

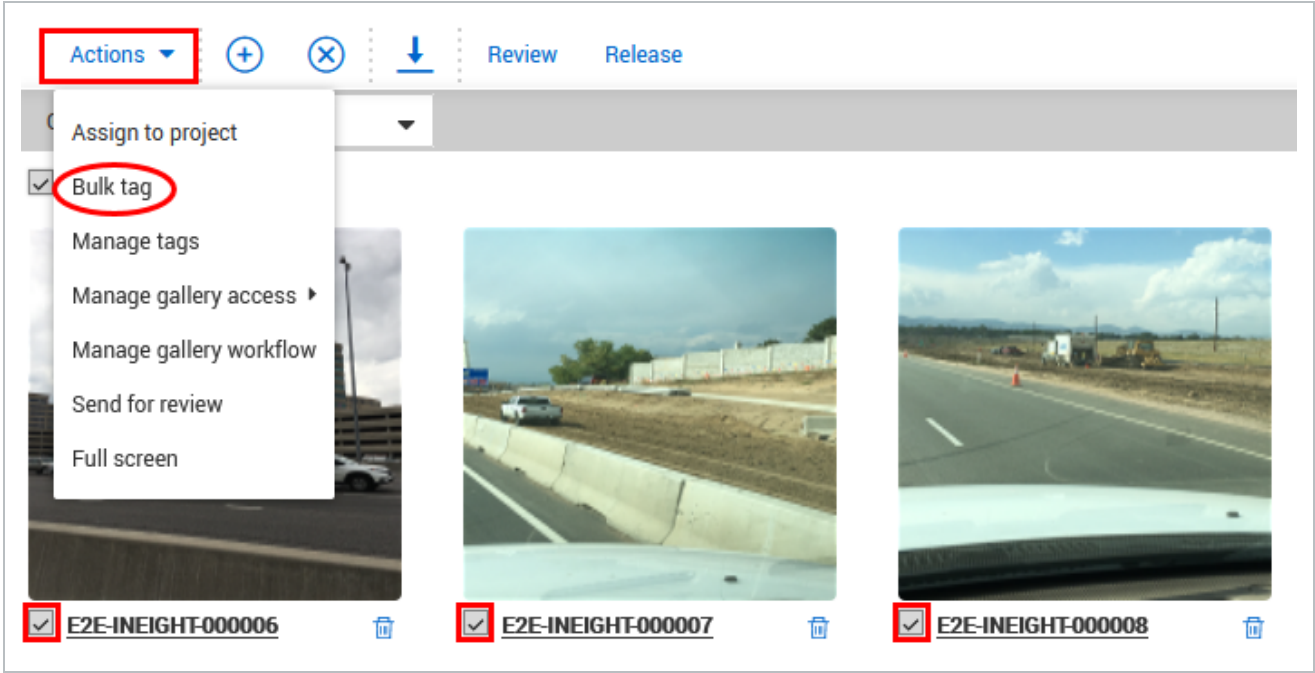
5.4 TAGGING IN IOS

When typing in a tag, if existing tokens have been generated, a list of suggested tokens will show up in a drop down allowing the user to select the required tag. If the user wants to continue without saving, they can click on any part of the register.



5.5 BULK TAGGING

Users can add Tags in bulk to multiple items by selecting the image items check-boxes in the register then clicking **Actions**, then **Bulk tag**.



A user can either select from suggested Tags or enter a new keyword as a Tag. Tags will appear as Tokens after pressing enter.

Bulk tag

×

Please note: Custom/new tags can be made by adding a space ' ' after the tag name.
Eg: 'Concrete '

Select the tags to add to the selected images

×

☐ Building

☐ Civil

☐ Concrete

☐ Construction

☐ Crane

☐ Level 1

☐ Office

Cancel

Tag

5.6 REMOVING TAGS

To remove a Tag from an image, open the image details screen, and select the cross against the tag you want to remove.



Title:

Crane

Tags:

Building

Concrete

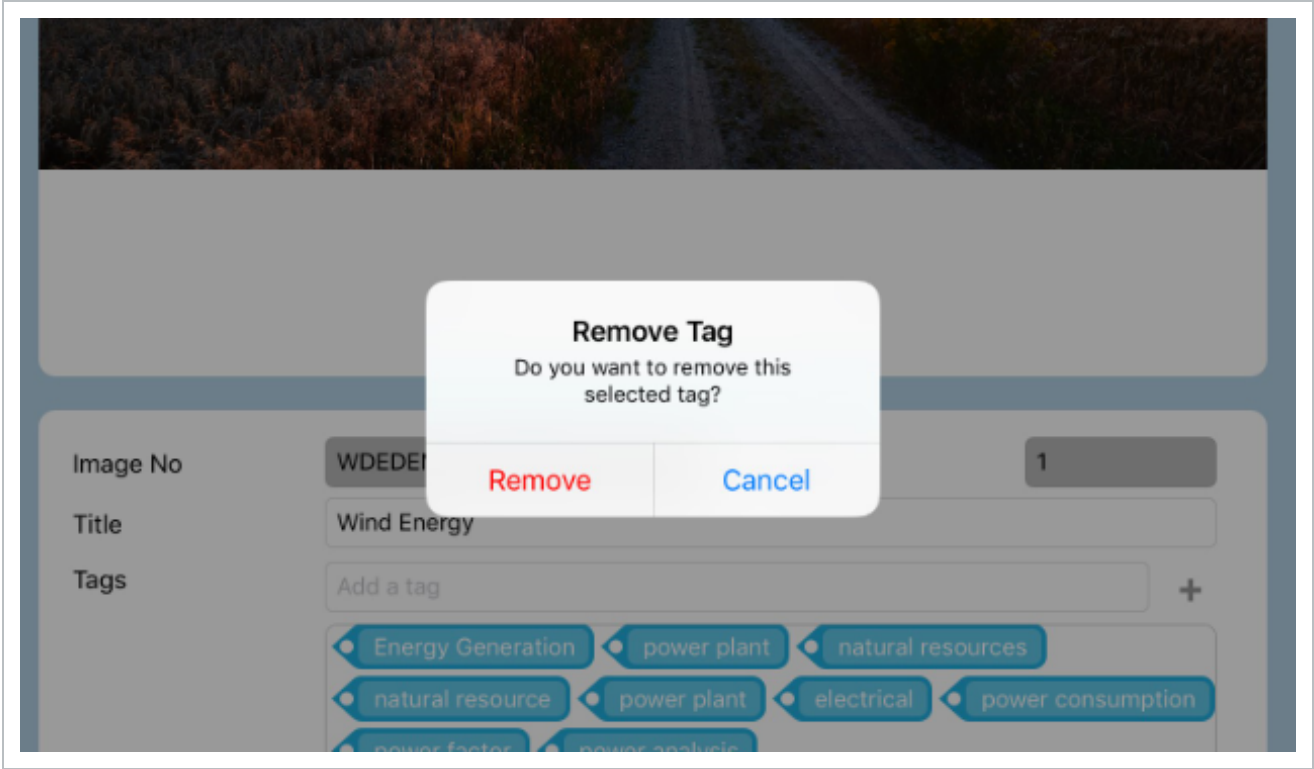
Construction

Date taken:

Date modified:

28 Aug 2020, 12:59 pm

To remove a Tag via the App, press and hold the tag and select **Remove** when prompted.

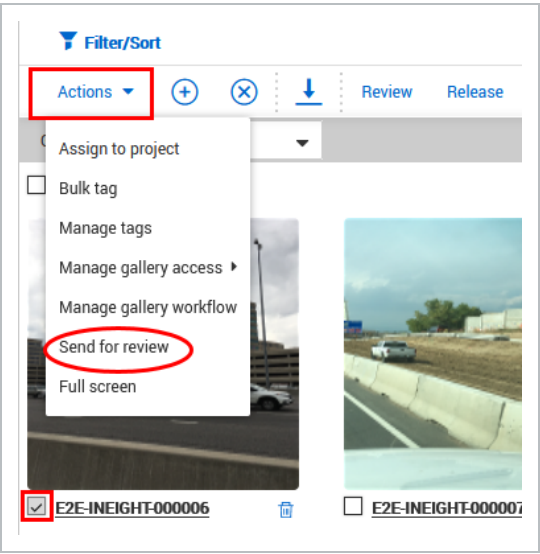


5.7 DISPLAY PROJECT GALLERY ITEMS IN GLOBAL MAP

The address can be added as the image location on the project, which will be displayed on the global map.

5.8 SENDING PROJECT GALLERY ITEMS FOR REVIEW

This feature allows users to send the item to be formally reviewed, and assigned a “Review Status” by the Review Coordinator at the end of the Review.



This feature allows the user to select the reviewers and the Review Coordinator.

Send for review

*Gallery review coordinator company:
Engineering Project Services

*Gallery review coordinator contact:
Select a contact

Total review duration in days
0

Display: ☒ All contacts ☐ Free form review teams

Select contacts to allocate

Engineering Project Servic...

Search

☐

Name

☐ Adrian Hinkley

☐ Frank Jacobs

☐ George Robinson

Allocated contacts, roles and free form review teams

Search

Name	Company	Sequence	Duration (Days)	Optional
Adrian Hinkley	Engineering Project Services	1	0	☐

Clear allocated

Cancel

Initiate review

Comments will be logged in the comments tab and will be identified under the Comment Type column as a “Review” comment

Gallery Image No.E2E-INEIGHT-000010								
DETAILS COMMENTS VERSIONS HISTORY LINKS USER SECURITY								
☐	Item	Date created	User	Company	Comment type	Comment	Raised By	Raised By Company
☐	01	03-18-21 08:19 PM	Daniel	InEight	Review	This site picture is in nee...		

InEight Inc. | Release 25.9

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Review Coordinator will then add his/her own comments and would select the Review Status to either Release or Reject the Image.

Gallery release

Apply first review status to all listed images/videos

CancelSave

Image	Image No. ↑	Title	Comments	Review status
	E2E-INEIGHT-000010	Flyover at 285 bridge		Select a Review Status Select a Review Status Rejected Released

Once released or rejected, the review status would be updated in the gallery register.

Project Administrators have the added functionality of being able to manage existing workflows if a reviewer or the Review Coordinator needs to be changed mid review.

This function is accessible via the More button à Manage Gallery WorkFlow.

Actions

+

×

Assign to project

Bulk tag

Manage tags

Manage gallery access ▶

Manage gallery workflow

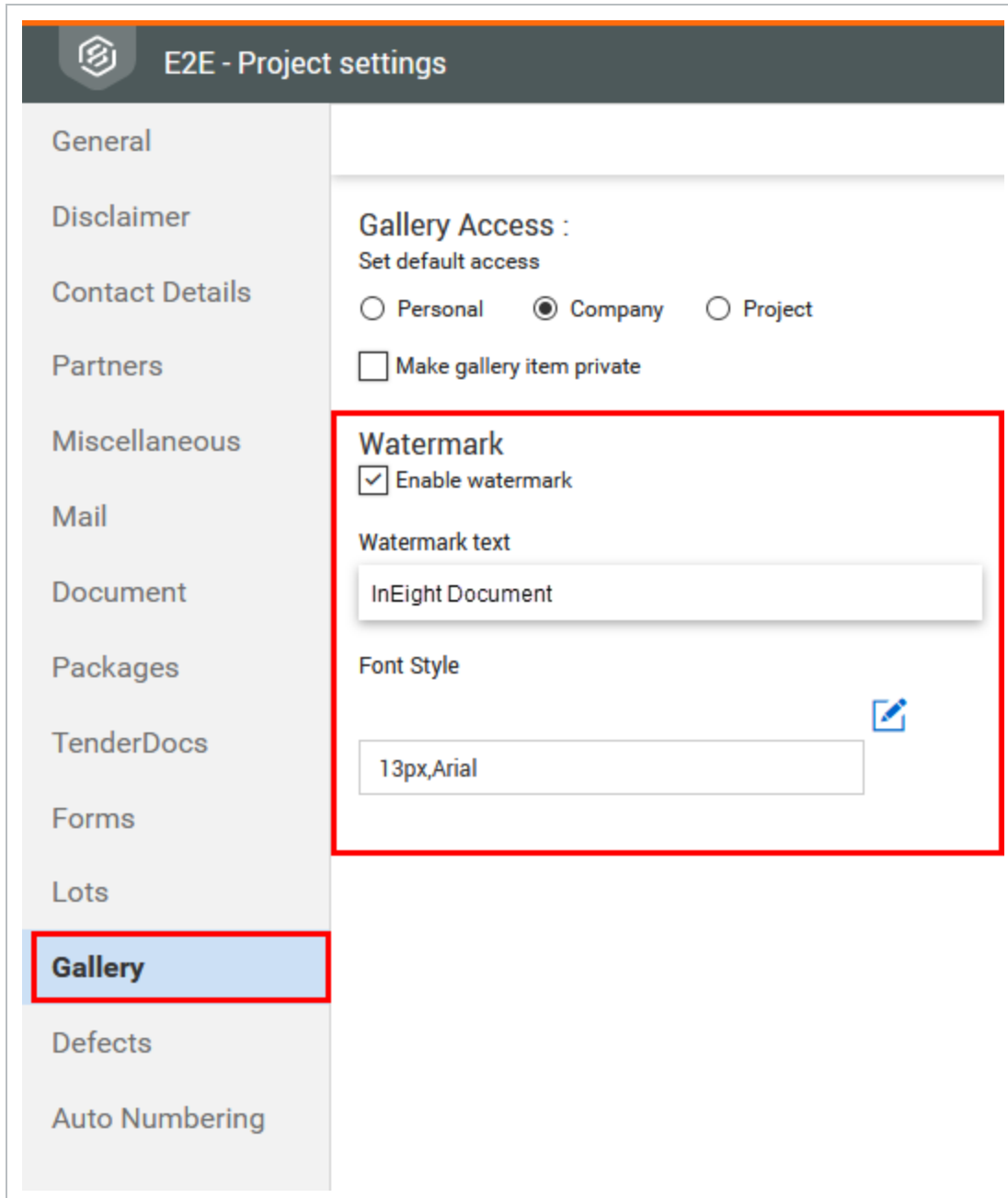
Send for review

Full screen

5.9 WATERMARKING THE IMAGE

Watermark can be applied on images when they are uploaded into the Gallery.

1. Within the Project Settings menu, select the **Gallery** module and select **Enable Watermark** checkbox.
2. Insert the Watermark Text and select the required font style.
3. Click **OK** to save changes.



The screenshot shows the 'E2E - Project settings' window. On the left is a sidebar with various settings categories: General, Disclaimer, Contact Details, Partners, Miscellaneous, Mail, Document, Packages, TenderDocs, Forms, Lots, **Gallery** (highlighted with a red box), Defects, and Auto Numbering. The main content area is titled 'Gallery Access : Set default access' and includes radio buttons for 'Personal', 'Company' (selected), and 'Project', along with a checkbox for 'Make gallery item private'. Below this, the 'Watermark' section is highlighted with a red box. It contains a checked checkbox for 'Enable watermark', a text input field for 'Watermark text' with the value 'InEight Document', and a 'Font Style' section with a text input field showing '13px,Arial' and a blue edit icon.

4. Upload an image into the gallery, the watermark now appears on the image.

Gallery Image No:E2E-INEIGHT-000013

DETAILS

COMMENTS

VERSIONS

HISTORY

LINKS

USER SECURITY

Actions ▾

+

Attach To ▾

↓

Cancel

Save

InEight



Image no.

E2E-INEIGHT-000013

Title:

Tags:

Select a tag...

×

Date taken:

Date modified:

09 Feb 2021, 8:20 pm

Uploaded by:

Daniel Gielb

Ratings:

☆

☆

☆

☆

☆

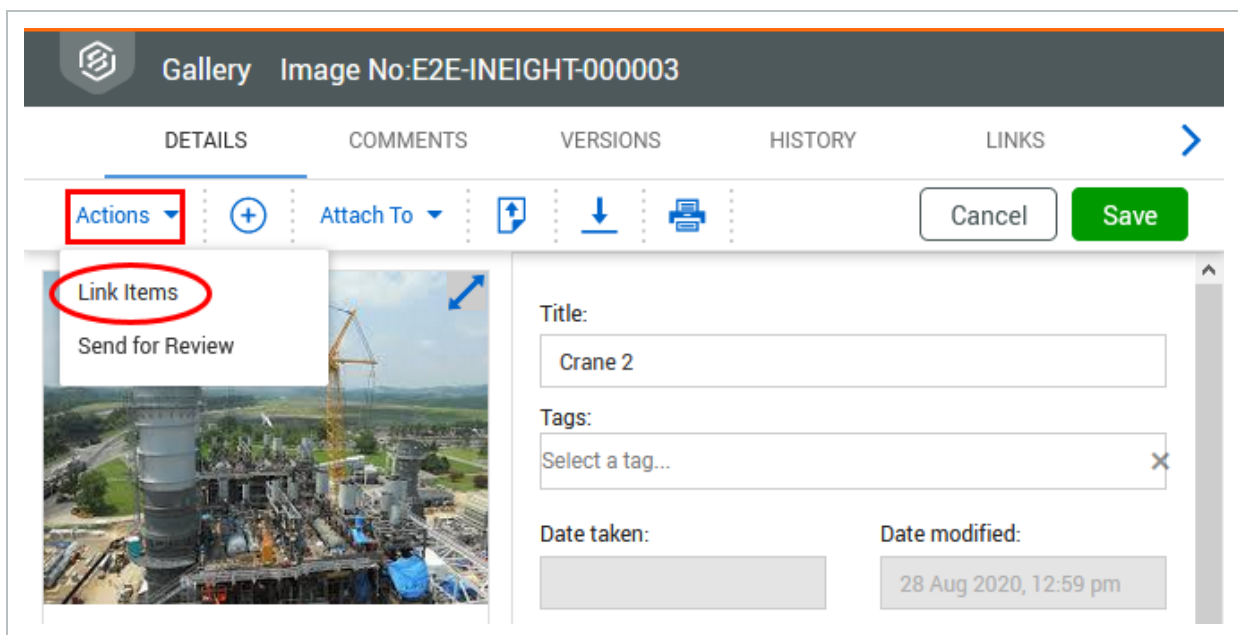
CHAPTER 6 – PROJECT GALLERY LINKS AND ATTACHMENTS

Links to images stored in the Project Gallery can be created from other InEight Document modules (e.g. Mail, Documents and Transmittals). Additionally, other items can be linked to images from within the Project Gallery. These links can be viewed via the Links tab in the image details window.

6.1 LINKING PROJECT GALLERY WITH OTHER MODULES

To link an item from another module with a Project Gallery image:

1. From the Image Details window click the **Actions** button and select **Link Items**.



2. Select the relevant module from the Search criteria drop-down.

Select the work items

Search criteria for: Mail - Inbox

Show: Personal Document

To: InEight

Attachment: Contains

Received: All mail New mail Outstanding mail

From: All companies

Attachment name: Contains

Clear Search

Search results

☐	Mail ref.	Received	Subject	To	From	From company	Status
☒	INEIGHT-000...	02-02-21	Lesson Learnt	Daniel Gielb	Daniel Gielb	InEight	OUTSTAN
☒	INEIGHT-000...	01-19-21	Read: Notification of Invitation to Tender	Daniel Gielb	Rebekka Byrnes	InEight	OUTSTAN
☐	INEIGHT-000...	12-10-20	RE: Request to Expedite Payment	Daniel Gielb	Daniel Gielb	InEight	OUTSTAN
☐	INEIGHT-000...	12-10-20	Request to Expedite Payment	Daniel Gielb	Daniel Gielb	InEight	CLOSED-O
☐	INEIGHT-000...	06-05-20	Notice of Intent to Claim	Daniel Gielb	Joe Fredricks	InEight	OUTSTAN

Selected work items to link

Cancel Save

3. Find the appropriate item(s), tick the required check boxes, click  and then **Save**.

Linked items will be visible against the image in the Links tab in separate sections by Module.

Gallery Image No:E2E-INEIGHT-000003

DETAILS COMMENTS VERSIONS HISTORY LINKS USER SECURITY

Mail (1)

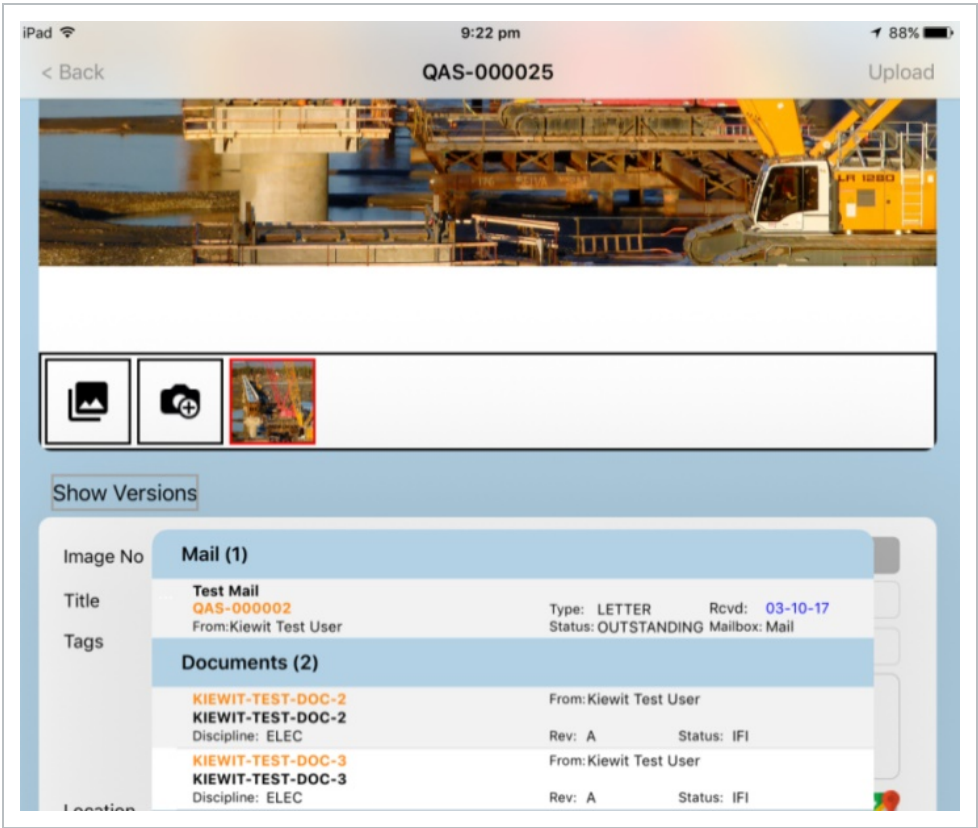
Document (1)

☐	Mail ref.	Subject	Mailbox	Type	Date	Status	From	From company
☐	INEIGHT-000001	Lesson Learnt	Inbox	TC	02-02-21	OUTS...	Daniel Gielb	InEight

Close

6.1.1 iOS App

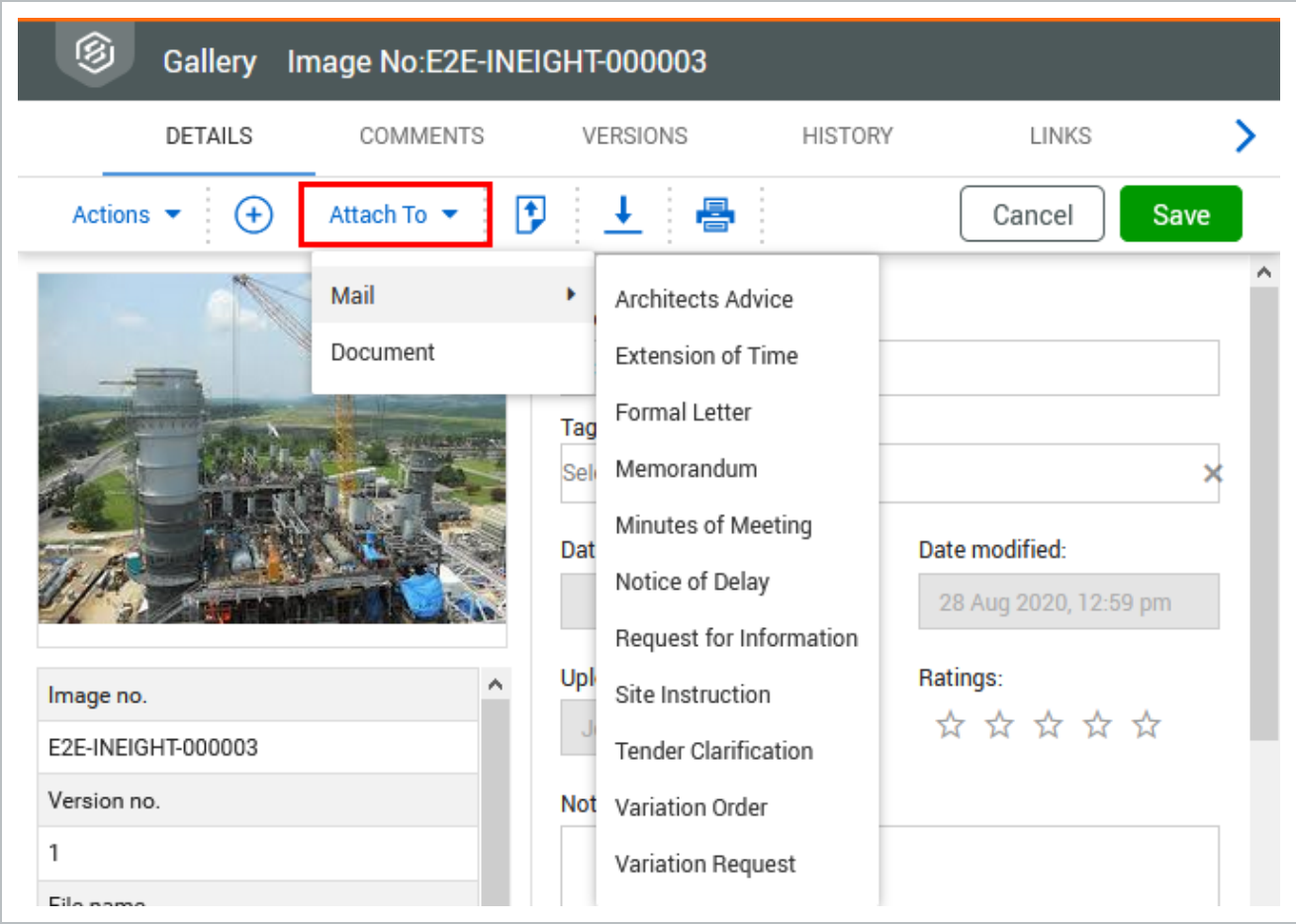
Using the iOS app, if the image is linked with items from other modules, these details will be visible against the image.



6.2 ATTACHING PROJECT GALLERY IMAGES TO OTHER MODULES

Project Gallery images can also be attached (rather than linked) to the items in the following InEight Document Modules:

- Mail
- Documents



Attached items appear in the attachment section of the respective Mail Creation, Document Upload screen and Forms.

Memorandum

DETAILS

LINKS

Actions

Save as draft

Print

Folder

Request read receipt

Cancel

Send

Cc

* Subject:

Arial

13 px

A

B

I

U

Plain Text

Attach files

Download all

Download selected

☐	Title/Subject	Document No.	Type	Size	Download	Remove
☐	Crane 2.jpg	E2E-INEIGHT-000003	Picture	12 KB	Download	Remove

6.3 LINKING PROJECT GALLERY IMAGES TO OTHER PROJECTS

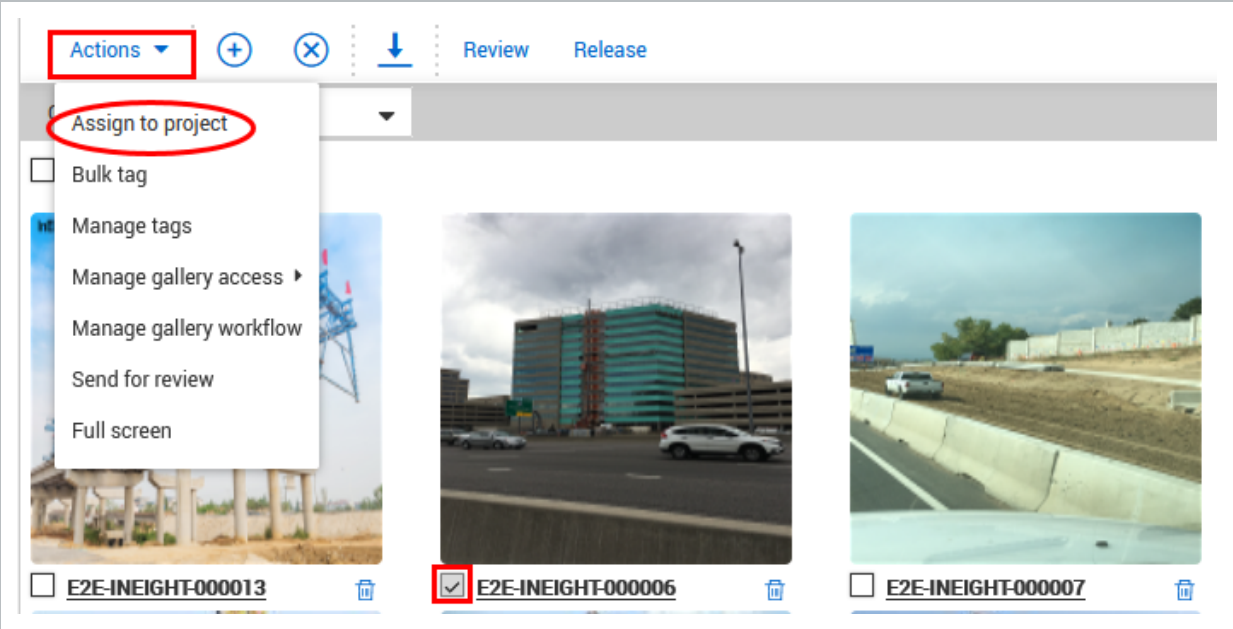
For a user to assign an image to multiple projects, the user must meet the following pre-requisites for each project:

- Access to the image
- Same User ID
- Same Company ID
- Same Password

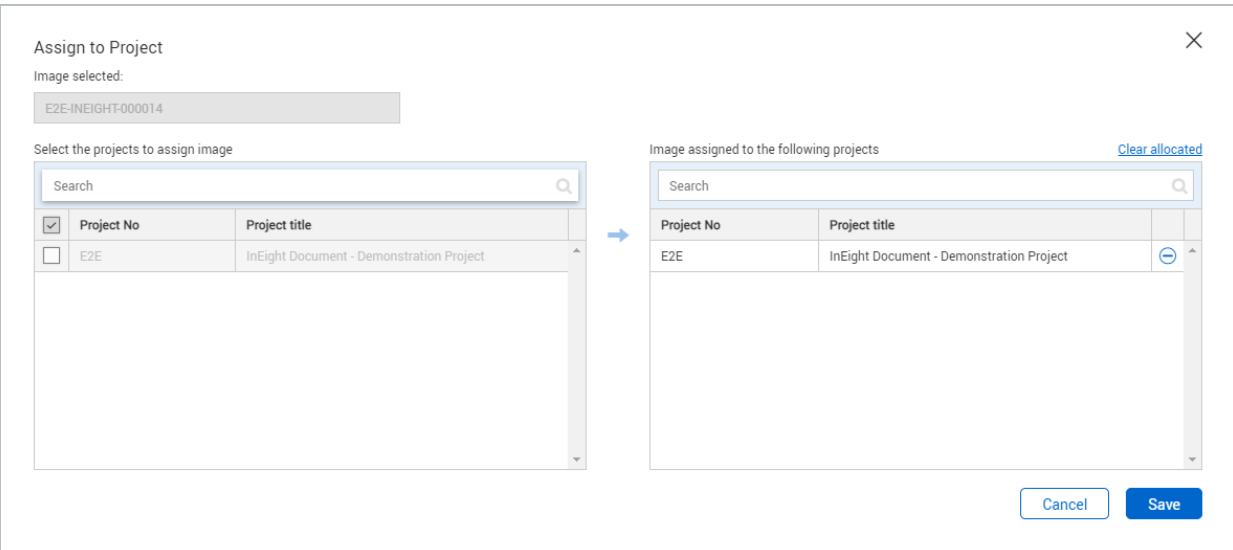
This ensures the same user has access to multiple projects under the one account which they can assign the image to.

To assign an image to a number of projects:

1. From the **Gallery Register**, , select the required image, then click the **Actions** button and select **Assign to project**.



2. Select the check box next to required projects then the right arrow to move across to the right.



3. Click **Save** to link/export the image to the project.

NOTE Only one image can be selected when using the Assign to Project functionality.

CHAPTER 7 – HISTORY

The History tab shows a full audit trail of activities completed against the selected image. This includes a list of all users who have viewed the image, any changes made and download activities.

Gallery Image No:E2E-INEIGHT-000013

DETAILS

COMMENTS

VERSIONS

HISTORY

LINKS

USER SECURITY

Close

Version No.	Event/Action	Date	Name	Description
1	Viewed	03-16-21 08:08 AM	Joe Fredricks (InEight)	
1	Viewed	03-16-21 08:05 AM	Joe Fredricks (InEight)	
1	Viewed	03-16-21 07:14 AM	Joe Fredricks (InEight)	
1	Viewed	03-14-21 05:27 PM	Joe Fredricks (InEight)	

7.1 HISTORY IOS

In the iOS App, the image history can be viewed by selecting **Show Versions**. This shows a log of all activities done within the image.

9:22 pm 88%

< Back QAS-000025 Upload

Show Versions

Image No	Viewed Date	10-03-17 04:06 PM	Modified Name	Kiewit Test User
Title	Viewed Name	Kiewit Test User	Modified Date	10-03-17 04:06 PM
Tags	Viewed Company	10-03-17 04:06 PM	Modified Company	10-03-17 04:06 PM
	Viewed Date	10-03-17 04:06 PM	Modified Name	Kiewit Test User
	Viewed Name	Kiewit Test User	Modified Date	10-03-17 04:06 PM
	Viewed Company	10-03-17 04:06 PM	Modified Company	10-03-17 04:06 PM
Location	Viewed Date	10-03-17 04:06 PM	Modified Name	Kiewit Test User
File Name	Viewed Name	Kiewit Test User	Modified Date	10-03-17 04:06 PM
Uploaded	Viewed Company	10-03-17 04:06 PM	Modified Company	10-03-17 04:06 PM
Date Uploa	Viewed Date	10-03-17 04:06 PM	Modified Name	Kiewit Test User
Notes	Viewed Name	Kiewit Test User	Modified Date	10-03-17 04:06 PM
	Viewed Company	10-03-17 04:06 PM	Modified Company	10-03-17 04:06 PM

Linked Items

This page intentionally left blank.

CHAPTER 8 – PROJECT GALLERY COMMENTS

In the Project Gallery module, users can make comments against an image from the Comments Tab. This functionality is the same as standard InEight Document comment functionality in other modules.



Gallery Image No:E2E-INEIGHT-000002

DETAILS

COMMENTS

VERSIONS

HISTORY

LINKS









Cancel

Company	Comment type	Comment
InEight	Standard	Is this the correct job site image?

This page intentionally left blank.

CHAPTER 9 – SECURITY CONFIGURATION

For information on Security Configuration, see the links below.

9.1 PROJECT SETTINGS

Project Settings provides the ability to set default access to images added to the Gallery as follows:

- **Personal Level:** Only the uploader can view the item.
- **Company Level:** Only the uploader Company can view the item.
- **Project Level:** Anyone with access to the Gallery can view the item.

Selecting the **Make Gallery item private** option gives users the opportunity to upload images that cannot be shared amongst other InEight Document projects.

E2E - Project settings

General

Disclaimer

Contact Details

Partners

Miscellaneous

Mail

Document

Packages

TenderDocs

Forms

Lots

Gallery

Defects

Auto Numbering

Gallery Access :
Set default access

☐ Personal ☒ Company ☐ Project

☐ Make gallery item private

Watermark
☒ Enable watermark

Watermark text
InEight

Font Style
22px,Arial

9.2 MODULE ACCESS

Module access for individual users can be set from the **Contacts** window and under the User Security tab or, via the **Admin** module using **Manage User Access**. A new security group can be created or you can add a user/s to an existing group.

The levels of access available for users are:

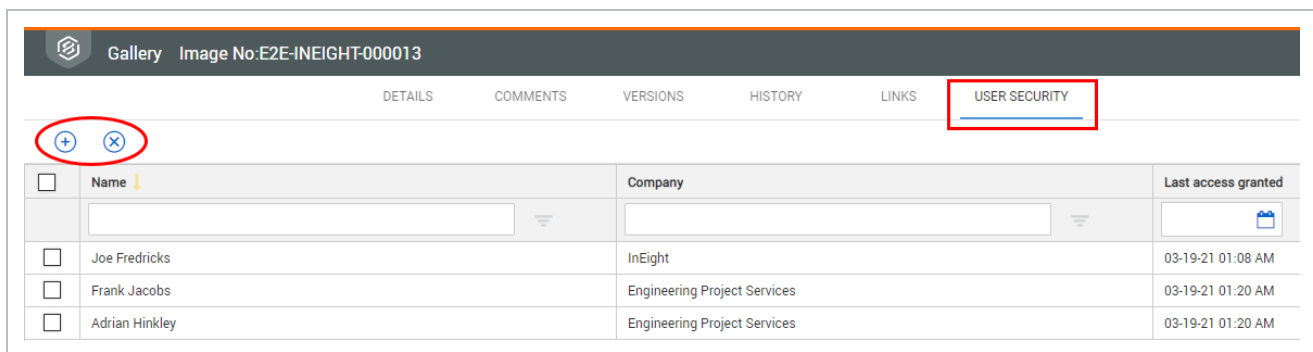
- **None:** No access to the Project Gallery module (left menu will not appear).
- **View:** Able to view and download images the user has access to.
- **Full:** Full access. User can upload images into InEight Document.

9.3 INDIVIDUAL ITEM SECURITY

Access to Gallery items can be controlled at an individual item level as follows:

- **Personal** – Only the uploader/Primary administrator is able to view the item
- **Company** – Only the uploader Company/Primary administrator is able to view the item
- **Project** – Anyone with access to the Gallery can view item

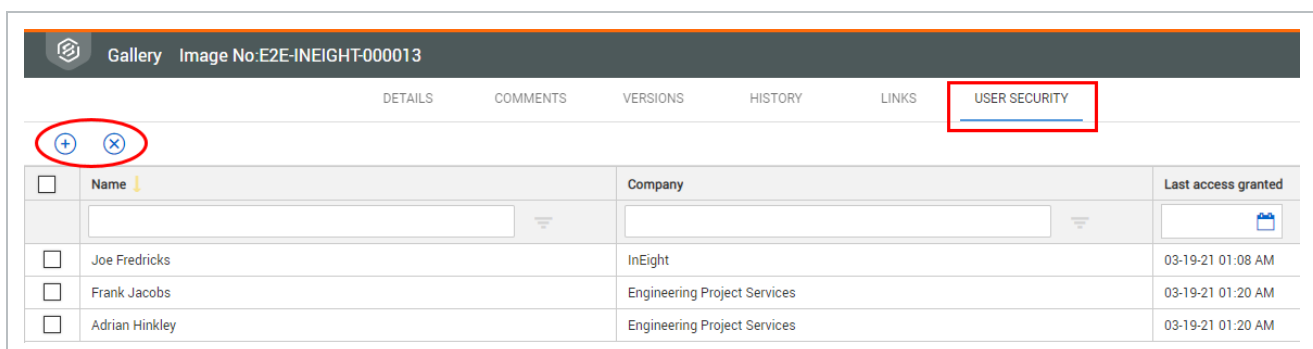
The Private option means that the item cannot be shared with other projects.



	Name	Company	Last access granted
☐			
☐	Joe Fredricks	InEight	03-19-21 01:08 AM
☐	Frank Jacobs	Engineering Project Services	03-19-21 01:20 AM
☐	Adrian Hinkley	Engineering Project Services	03-19-21 01:20 AM

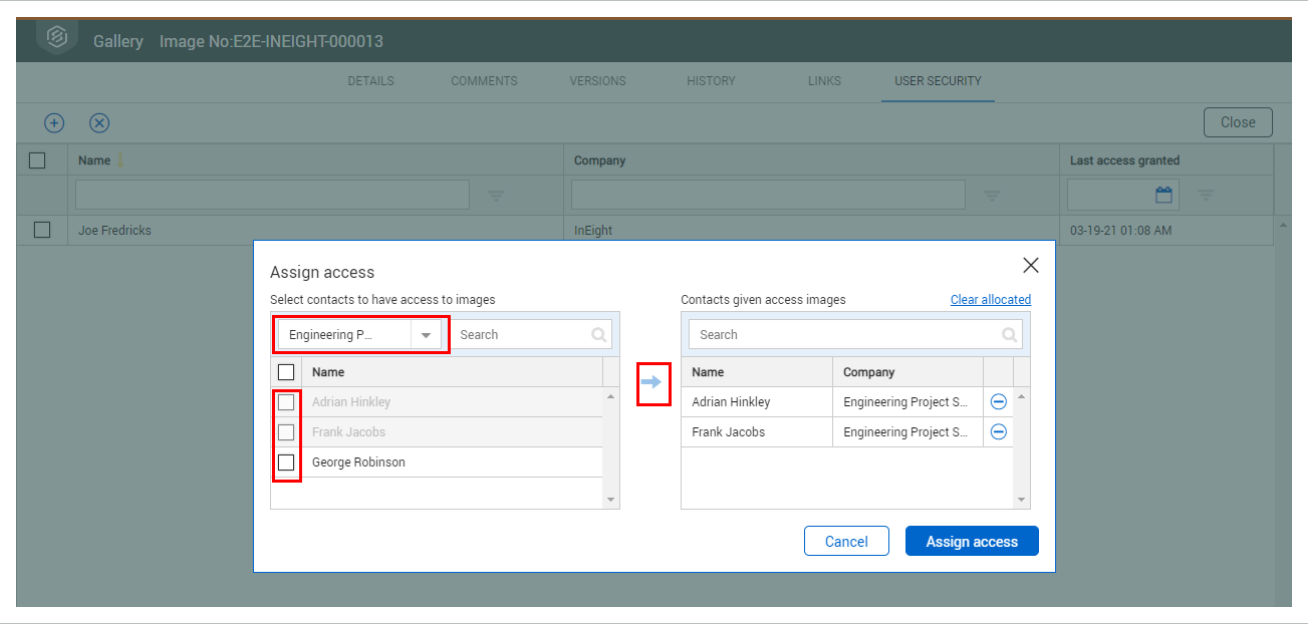
9.4 MANAGING USER ACCESS TO GALLERY IMAGES

The **User Security Tab** option allows users to share images within the project.

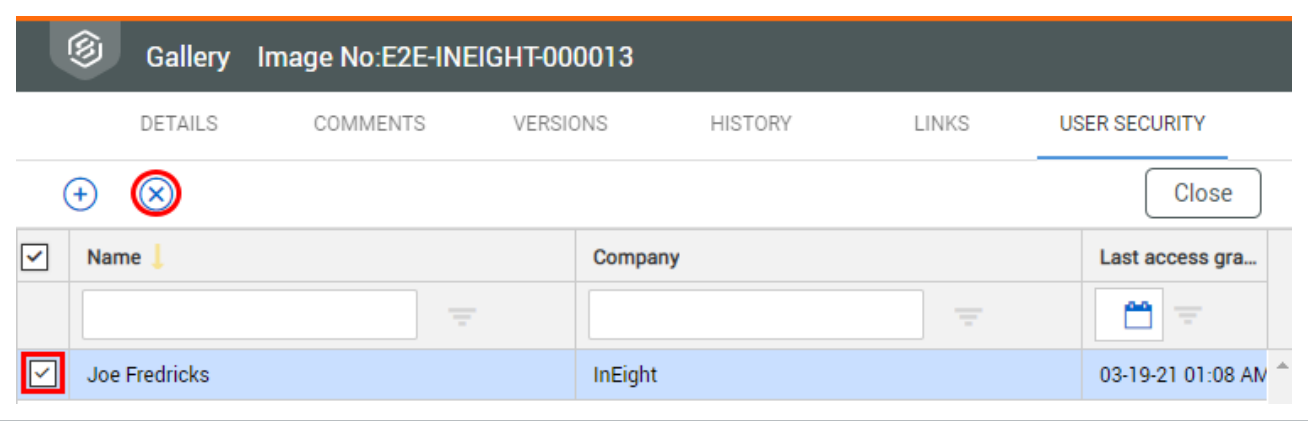


	Name	Company	Last access granted
☐			
☐	Joe Fredricks	InEight	03-19-21 01:08 AM
☐	Frank Jacobs	Engineering Project Services	03-19-21 01:20 AM
☐	Adrian Hinkley	Engineering Project Services	03-19-21 01:20 AM

Access is controlled by clicking  button and selecting the company the specified user belongs to and adding them to the distribution list on the right.



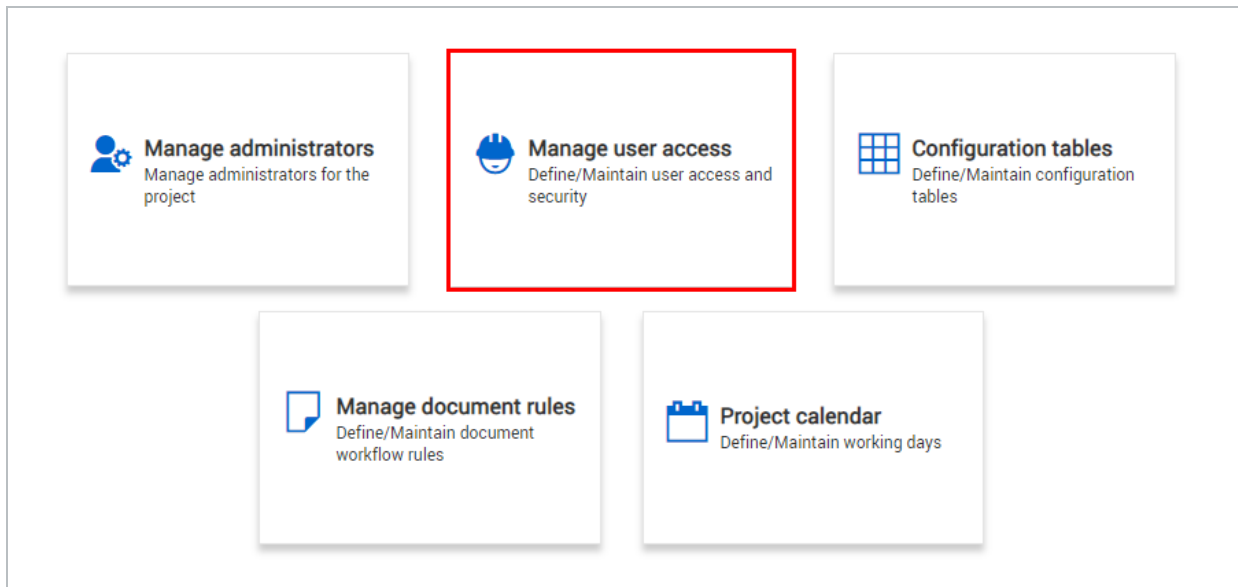
Access to previously granted images can also be revoked by selecting the users and clicking the  button.



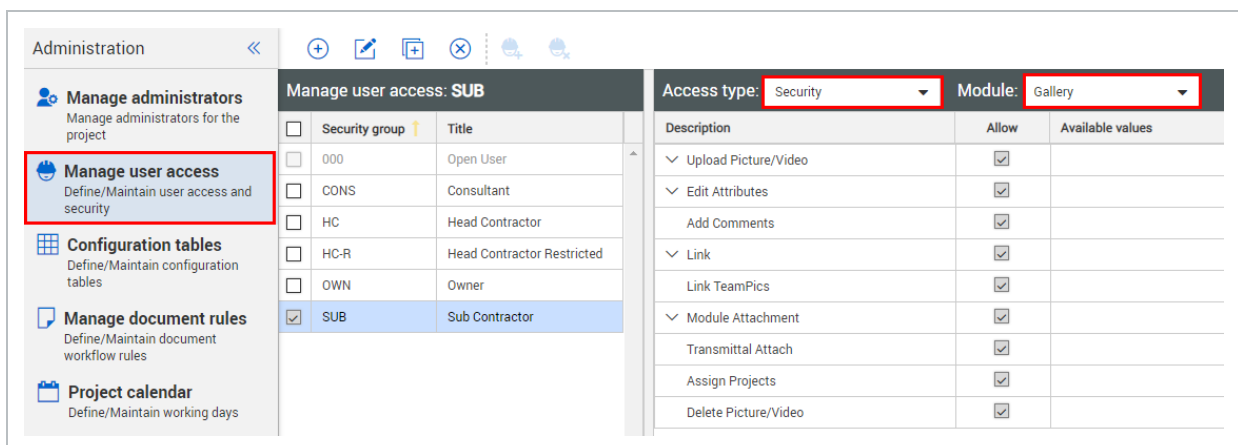
9.5 SECURITY ATTRIBUTES

The security controls can be further refined from the Security Group access settings.

1. To access the Security Group access settings, click the **Admin** menu and select **Manage user access**.



2. Choose **Security** from the drop-down then select the **Project Gallery** drop-down on the top right hand side.



The following list of security attributes can be configured:

1. Upload Picture/Video
 - Upload
 - Add New Version

2. Edit Attributes

- Edit Details
- Add Tags

3. Add Comments

4. Link

- Link Mail
- Link Documents/Transmittals
- Link Packages
- Link Project Gallery
- Other

5. Module Attachment

- Mail Attach
- Document ViewFile
- Transmittal Attach

6. Assign projects

7. Delete Picture/Video

CHAPTER 10 – REPORTS

Register styled reports can be generated relating to items contained within the Gallery register.

There are four standard report available that can be run:

- Register Details – by Item No
- Deleted Items
- User Access
- History

