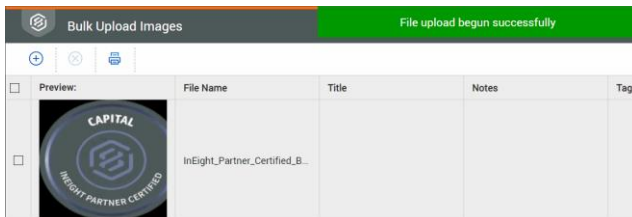


ACCESSING GALLERY

1. Click **Document / Dashboard** ► **Gallery**

SINGLE AND BULK UPLOAD

1. Click **+** icon.
2. In the Upload Manager window click the **+** button to add file/s.
3. Select the images to upload in the Upload window.
4. Once the files are uploaded, a miniature thumbnail of the uploaded image appears on the left in the Preview column.



5. Edit **Title** and **Notes** by clicking into the section under each header.

Title	Notes
<input type="text"/>	<input type="text"/>

6. Edit **Tags** by clicking **+** ► **Add Tags** window ► Select the tags to add ► **Click Tags**
7. Once all images have been edited, Click **Save**

DOWNLOADING

1. Select the check boxes against image/s.
2. Click the **↓** button.
3. The Download Manager window will appear. Select the file format and the size of the image from the dropdowns.

Download image

UITST3-HCC-000006 ✕




Image No.
UITST3-HCC-000006

Download image as:

Original (JPG) ▼

Select size (Approximate):

Small (43 KB)

Medium (78 KB)

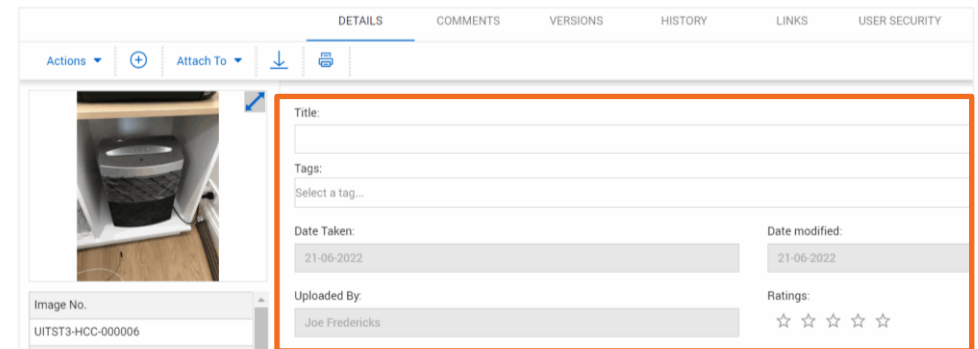
Large (168 KB)

Actual (3035 KB)

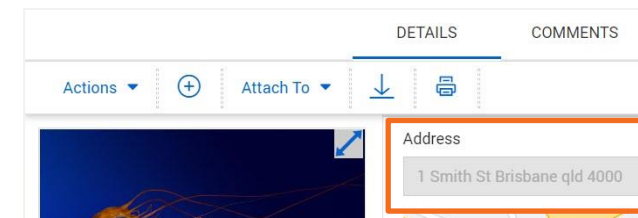
4. Click **Download**

EDIT IMAGE METADATA

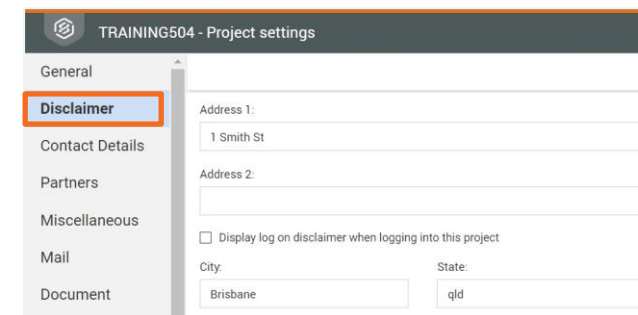
1. Click on the image number link in the Register view. This opens the Details screen.
2. Within the **Details** tab you can edit image details:



3. If 'location' is set on phone / tablet then that is the address that comes through.



Otherwise it's the address from project settings.

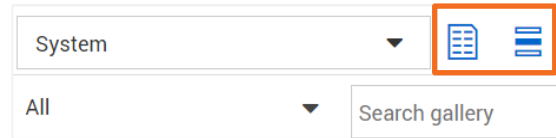


EDIT IMAGE METADATA *continued*

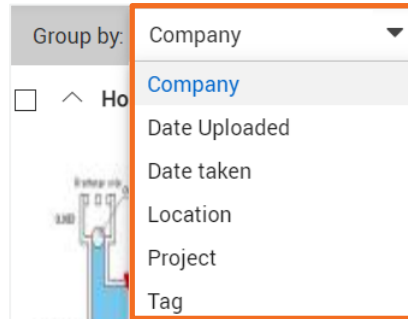
- The other tabs include:
 - Comments:** Add comments with the user, date, company
 - Versions:** Shows all versions of the image
 - History:** Shows the Event/Action and by who
 - Links:** Links can be associated to the image
 - User Security:** Select contacts to have access to the image

REGISTER FILTERS

Thumbnail view or List view



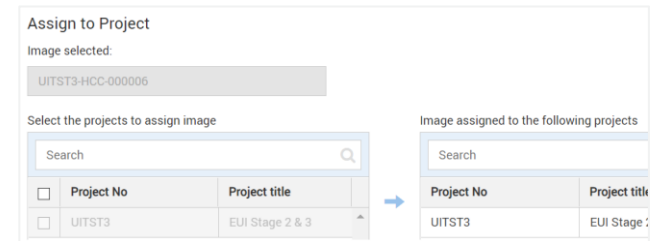
Group by view



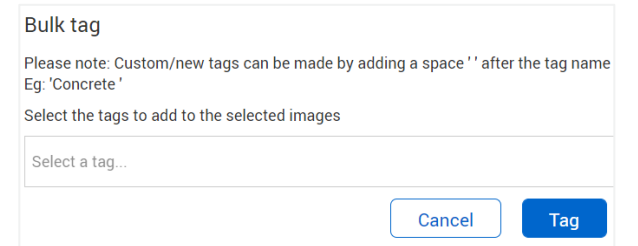
ACTION BUTTONS

- Click the **Actions** button

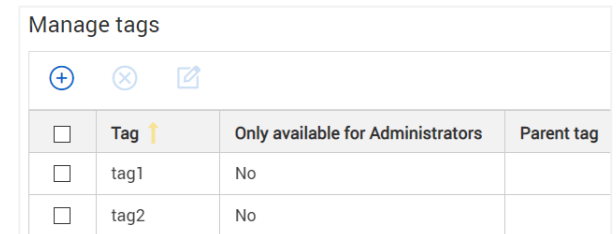
Assign to Project



Bulk tag



Manage Tags



NEED SOME MORE HELP?



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university.ineight.com