# QUICK GUIDE GALLERY ESSENTIALS



## ACCESSING GALLERY

1. Click Document / Dashboard  $\checkmark$  **> 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
1	

- 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  $\downarrow$  button.
- The Download Manager window will appear.
  Select the file format and the size of the image from the dropdowns.

#### Download image

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:

	DETAILS	COMMENTS	VERSIONS	HISTORY	LINKS	USER SECURITY
Actions 👻 🔶 Attach To 👻	↓ @					
	Title: Tags:					
	Select a tag Date Taken: 21-06-2022				Date modified: 21-06-2022	
таде No. А	Uploaded By: Joe Fredericks				Ratings: ☆☆☆☆	☆ ☆

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

	DETAILS	COMMENTS
Actions 👻 🕂 Attach To 👻	⊥ 6	
	Address	
	1 Smith St B	risbane qld 4000
and a star		

#### Otherwise it's the address from project settings.

ITRAINING504 - Project settings				
General	A			
Disclaimer	Address 1:			
Contact Details	1 Smith St			
Partners	Address 2			
Viscellaneous	Display log on disclaimer	when logging into this project		
Mail	City:	State:		
Document	Brisbane	qld		

# QUICK GUIDE GALLERY ESSENTIALS



## **EDIT IMAGE METADATA** *continued*

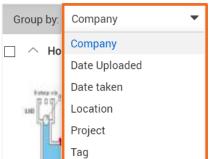
- 4. The other tabs include:
- **Comments:** Add comments with the user, date, company
- Versions: Shows all versions of the image
- History: Shows the Event/Action and by who
- Links: Links can be associated to the image
- User Security: Select contacts to have access to the image

## **REGISTER FILTERS**

#### Thumbnail view or List view

System		•		
All	•	Search gallery		

#### Group by view



## **ACTION BUTTONS**

1. Click the Actions button

#### **Assign to Project**

	gn to Project selected:					
	ST3-HCC-000006					
Select	the projects to assig	n image			Image assigned to the	e following projects
Se	arch		Q		Search	
	Project No	Project title		-	Project No	Project title
		EUI Stage 2 & 3	^		UITST3	EUI Stage :

#### **Bulk tag**

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				
Select a tag				
	Cancel Tag			

#### **Manage Tags**

Manage tags				
(+)	82			
	Tag 🕇	Only available for Administrators	Parent tag	
	tag1	No		
	tag2	No		

## **NEED SOME MORE HELP?**

П		

Learn more in our Knowledge Library learn.ineight.com



Take a course at InEight U university.ineight.com