

GALLERY USER GUIDE

DOCUMENT MANAGEMENT

INEIGHT 

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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.

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

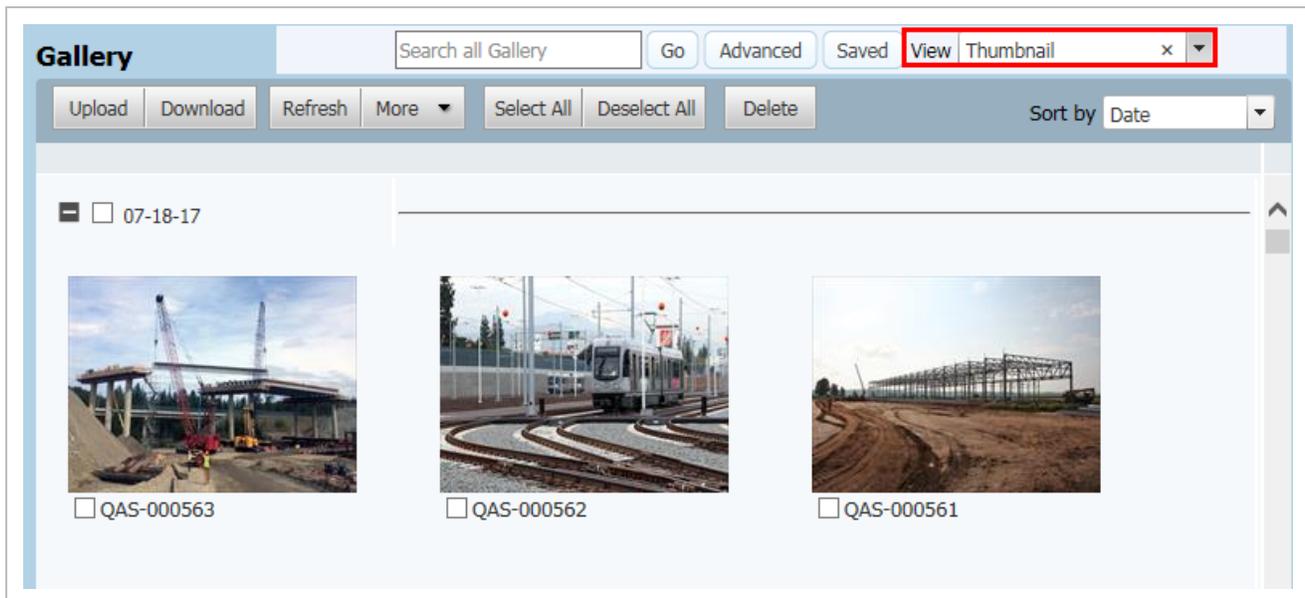
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LESSON 2 – PROJECT GALLERY REGISTER & DASHBOARD

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 and a thumbnail view of the available images using the **View** dropdown in the top right corner.



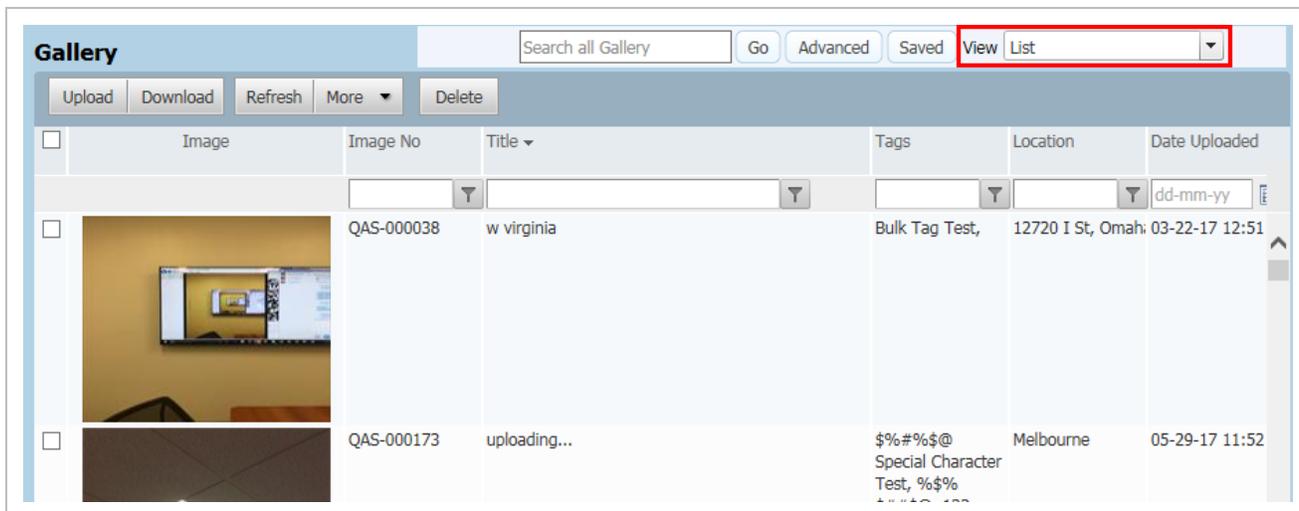
When you select **Thumbnail View**, small thumbnail images will appear.

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

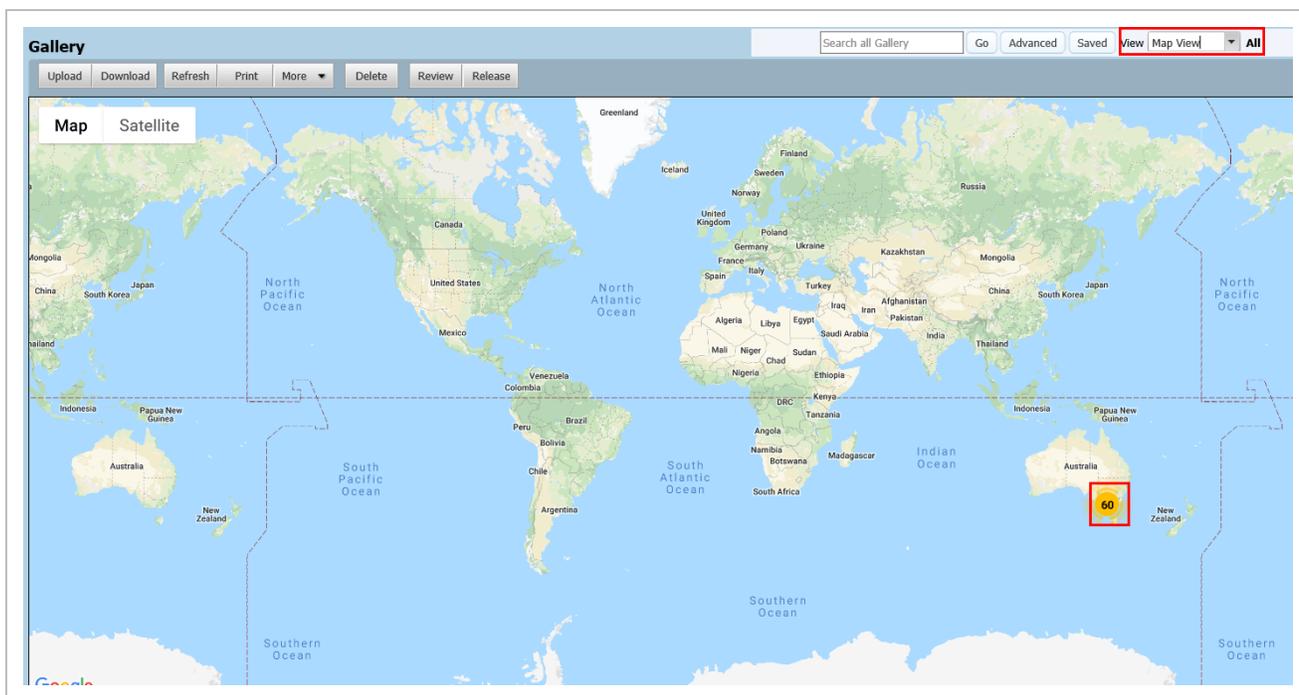
If the **List View** option is selected from the view dropdown, small thumbnail images with Metadata details will be shown as a list.

Sorting can be done by clicking on the column headers.

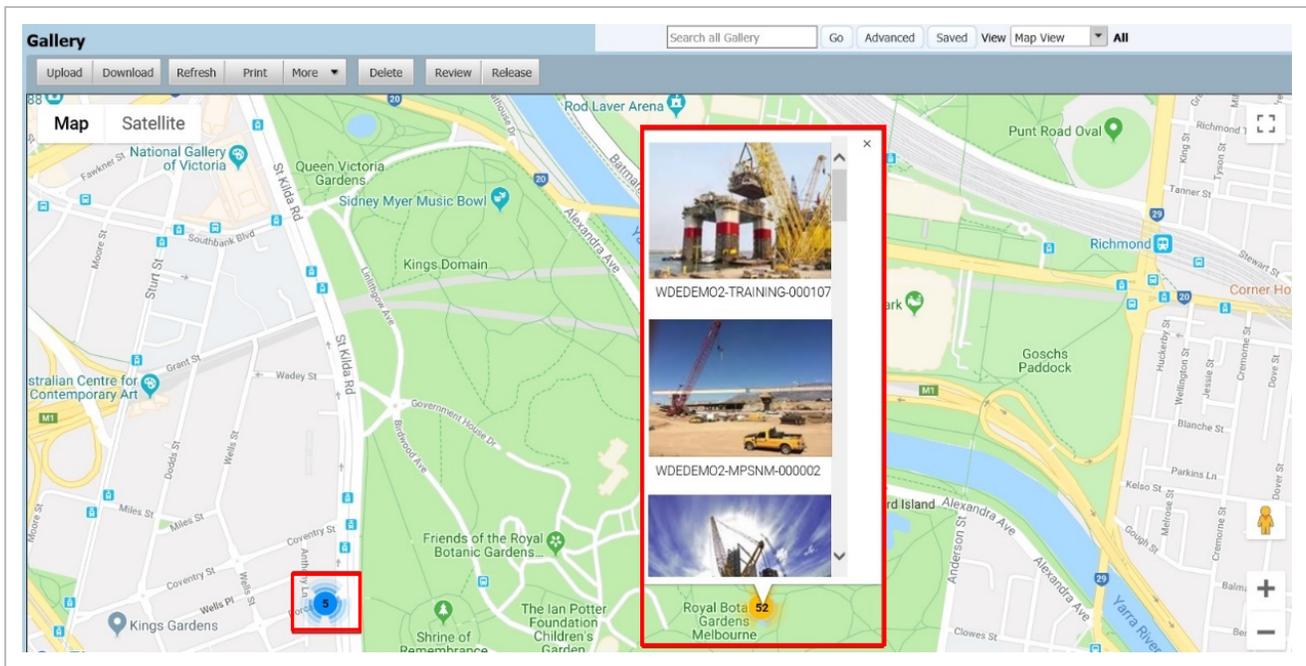
Single or multiple photos can be selected for download by ticking the check boxes below every image.



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.



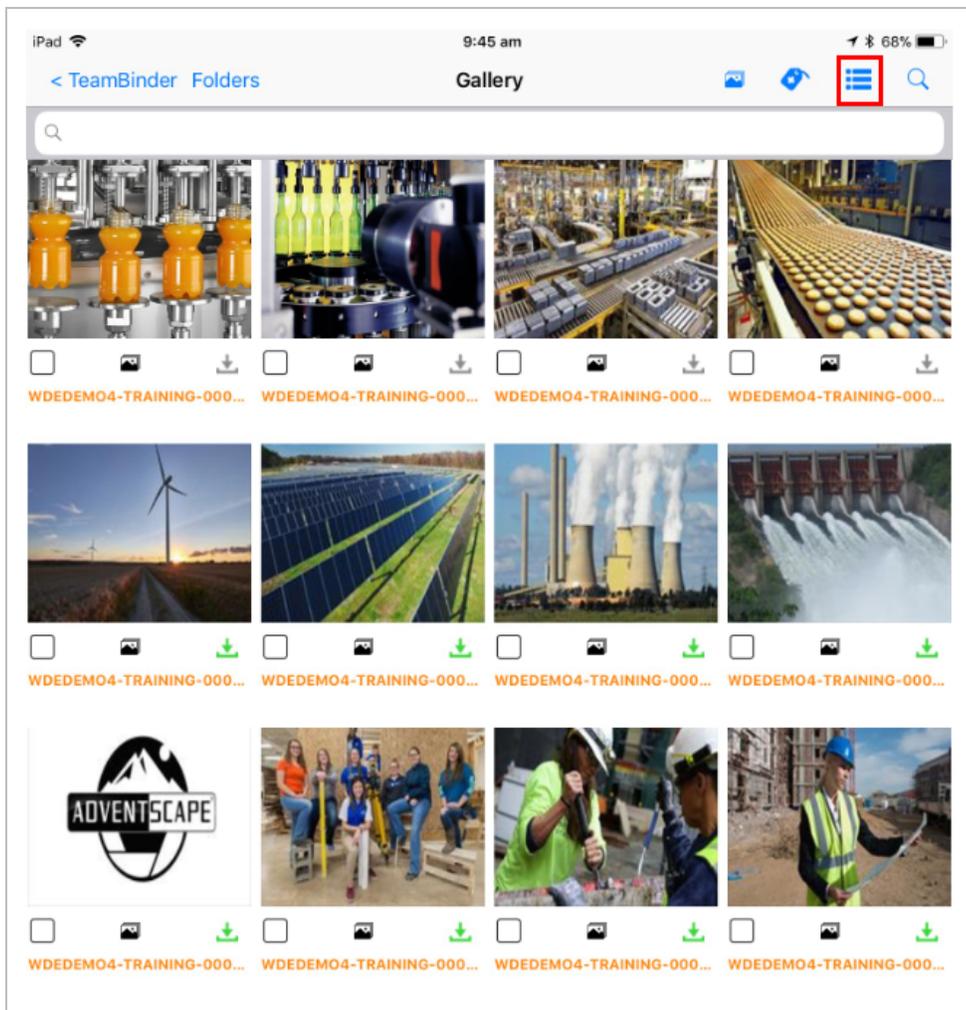
2.2 IOS APP VIEW OPTIONS

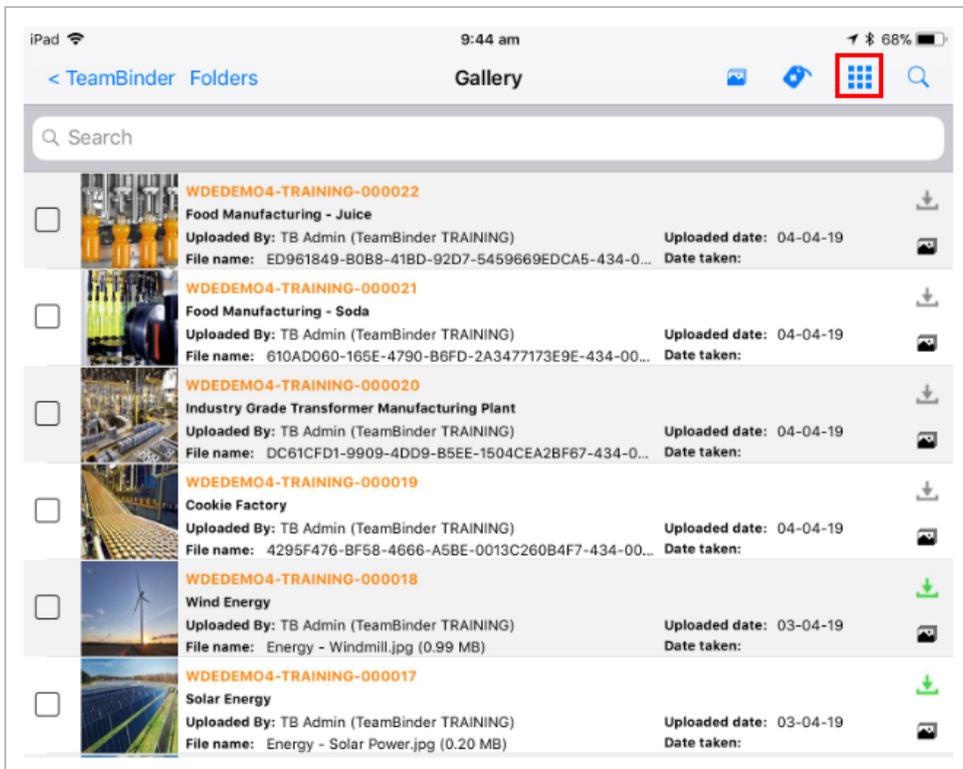
Using the iOS App, toggle between List and Thumbnail View using the icon on the top right corner (next to the tag icon)

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.



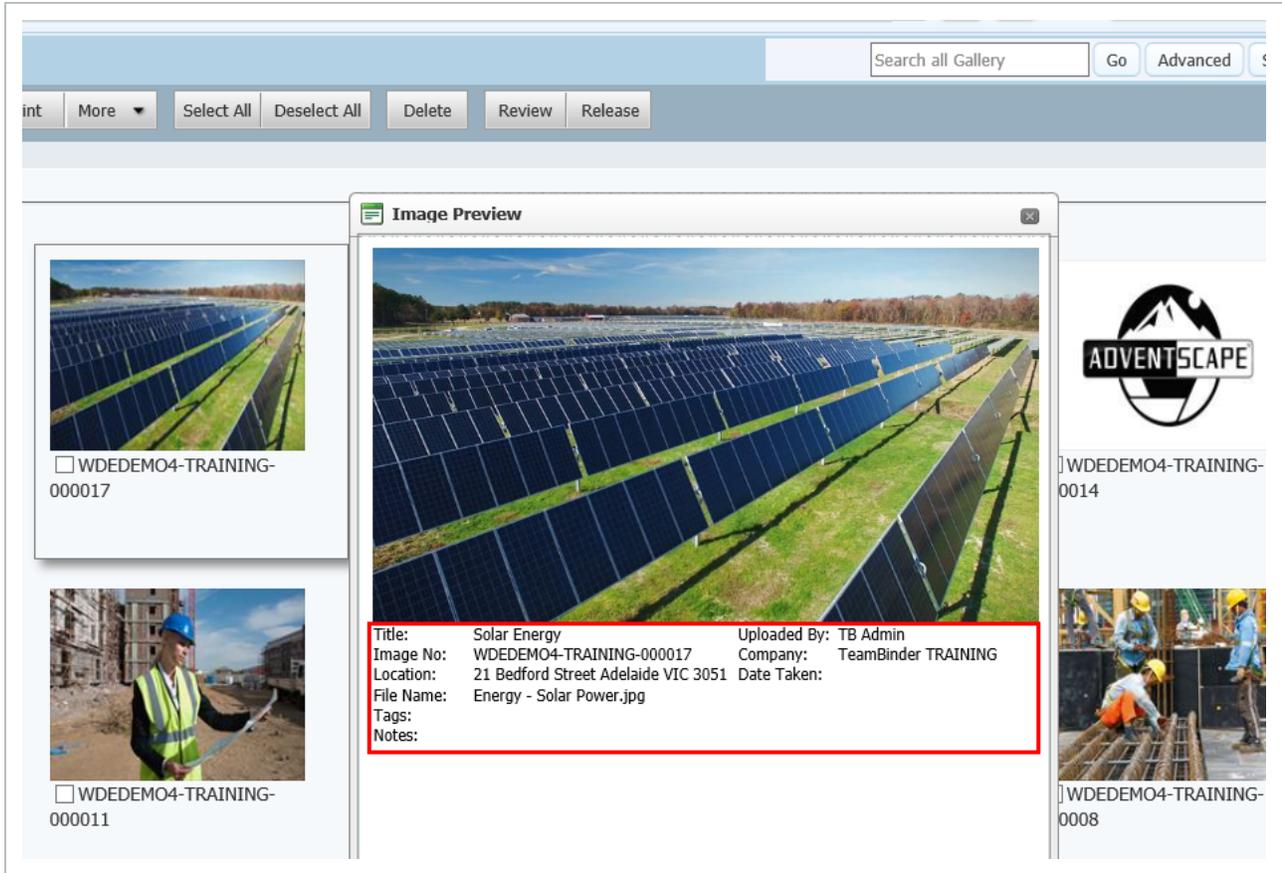


To download individual images, click the **Download** icon next to each image. This will download the image to the Downloads area of the App. Images can then be transferred to other applications such as image editors or file managers such as Dropbox.

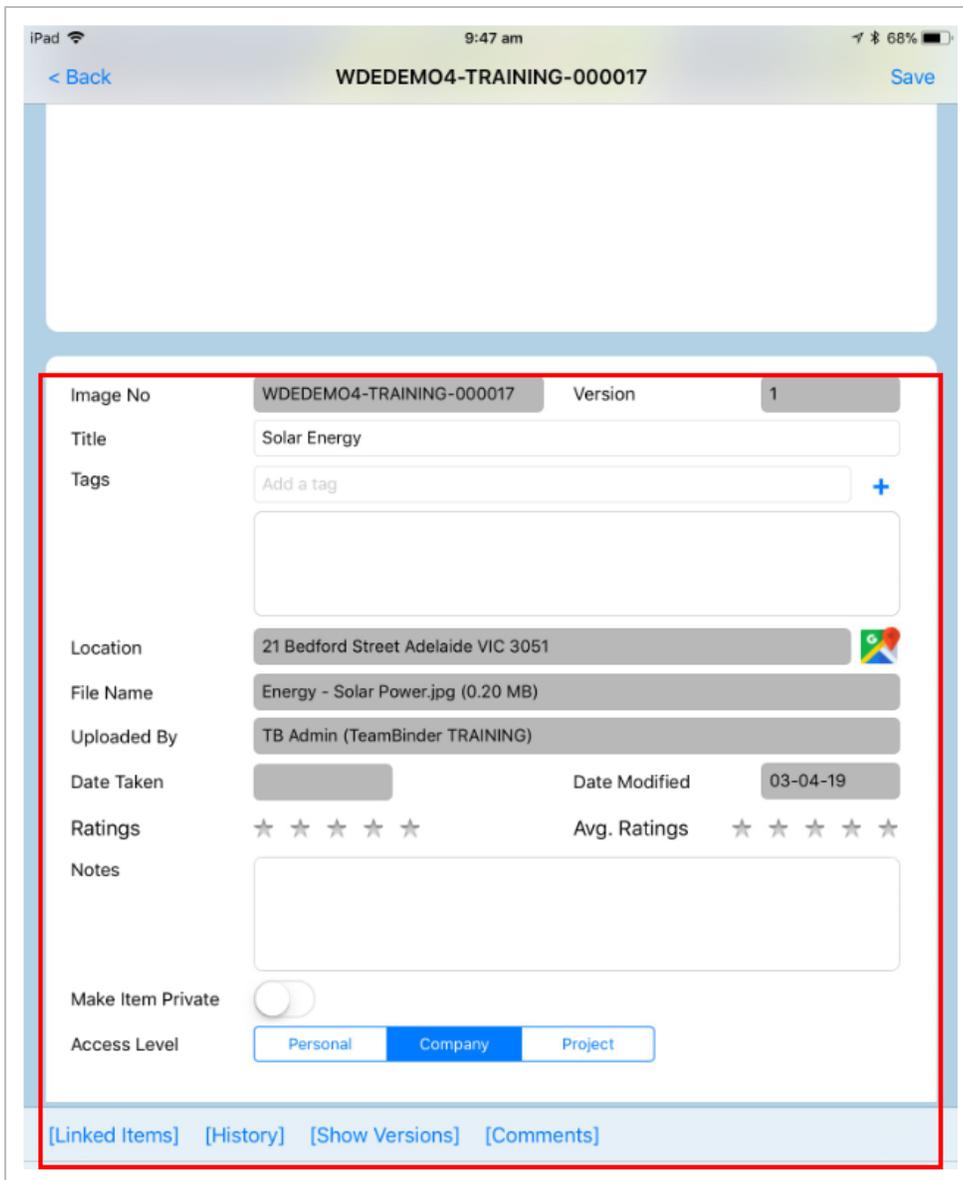
To download multiple selected images at the same time, use the download icon at the top right corner of the screen. The download icon turns green for images already downloaded and grey if images have not been downloaded to the device.

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.



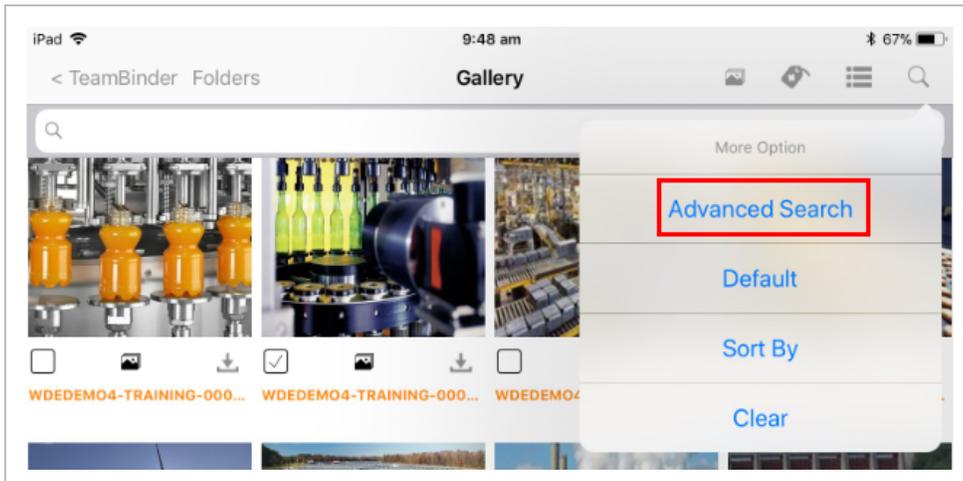
2.4 PROJECT GALLERY SEARCH FEATURES

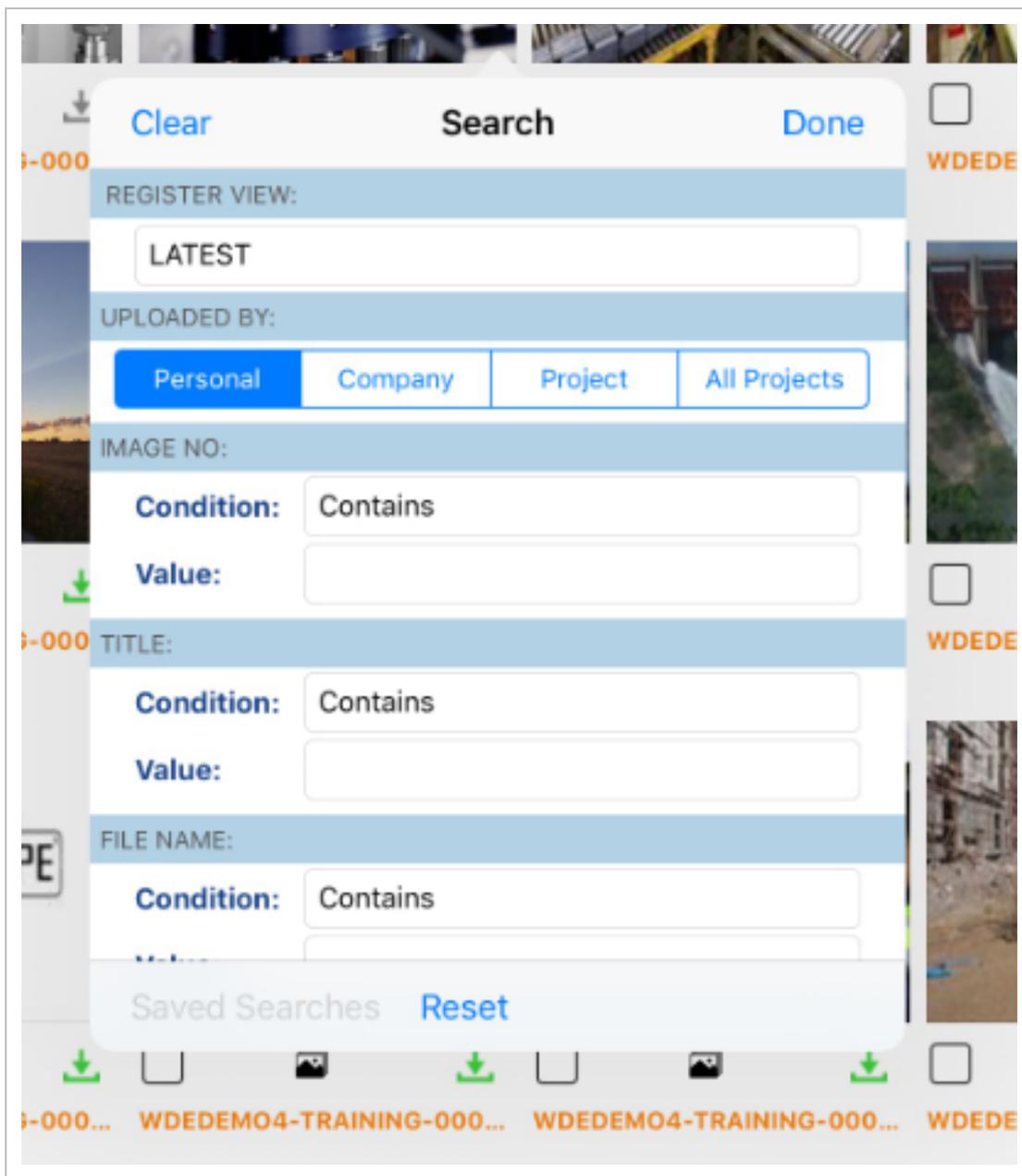
The Project Gallery module includes the Quick Search, Register Filters and the Advanced search functionality offered in other modules.



The 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.

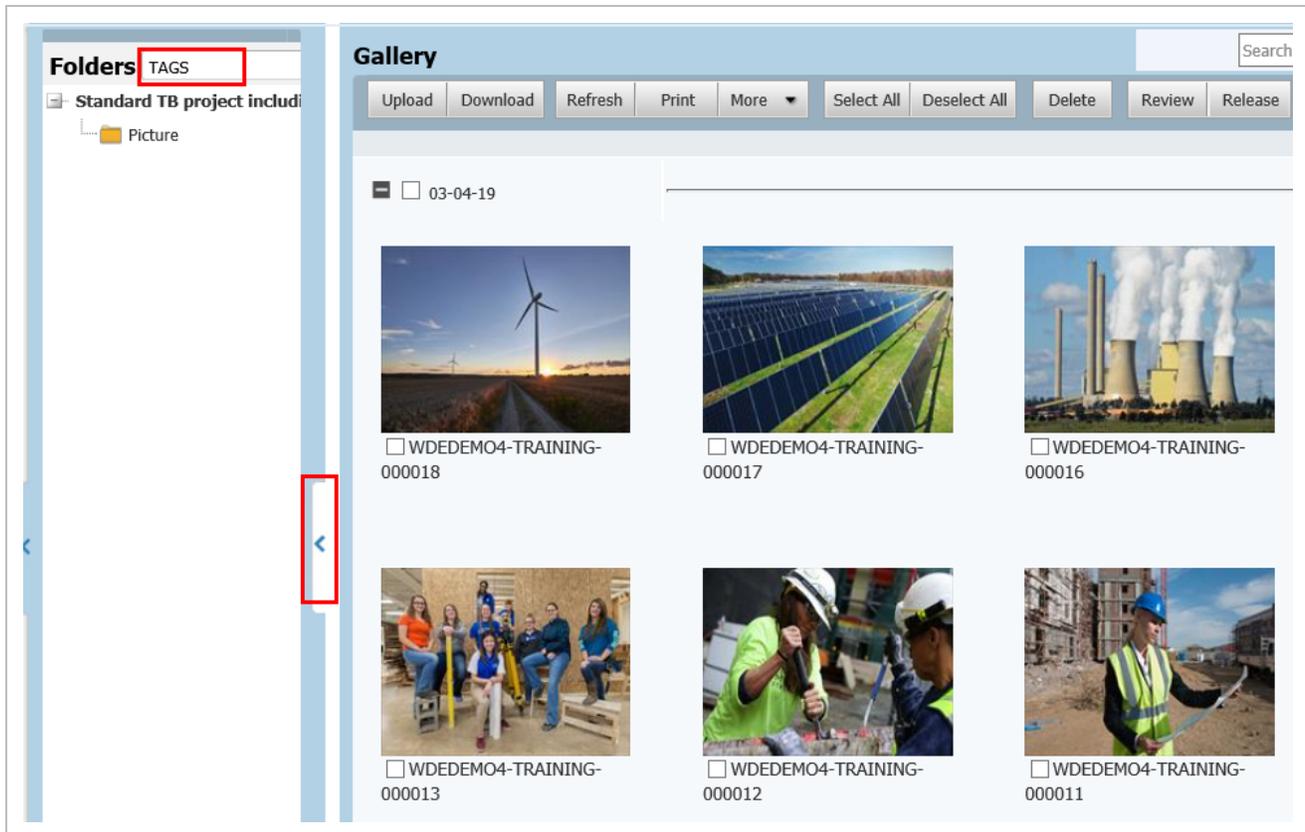




2.5 PROJECT GALLERY ALBUMS/FOLDERS

Project Gallery images can be stored in albums/ folders which can be easily accessed via the left hand side of the register by expanding the folders section. Project Gallery provides a dynamically created folder structure based on “Tags” assigned against the images in the register.

Children “Tagged” images will appear inside their respective parent Tag folder.



2.6 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

The screenshot shows a 'Gallery' dashboard widget with a title bar containing a refresh icon and an expand/collapse icon. The main content area displays four statistics in a list format, each with a grey background bar for the count:

3	New Images Uploaded
0	To Review
0	Total Assigned Items
0	Returned From Review

Below the statistics is a filter section with four radio buttons:

- Personal**
- Company
- Project
- All Projects

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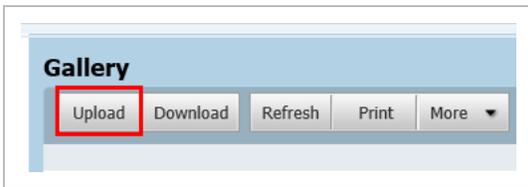
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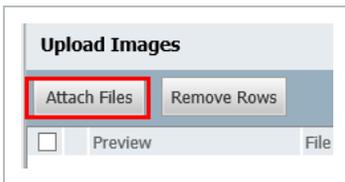
3.1 SINGLE AND BULK UPLOAD

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

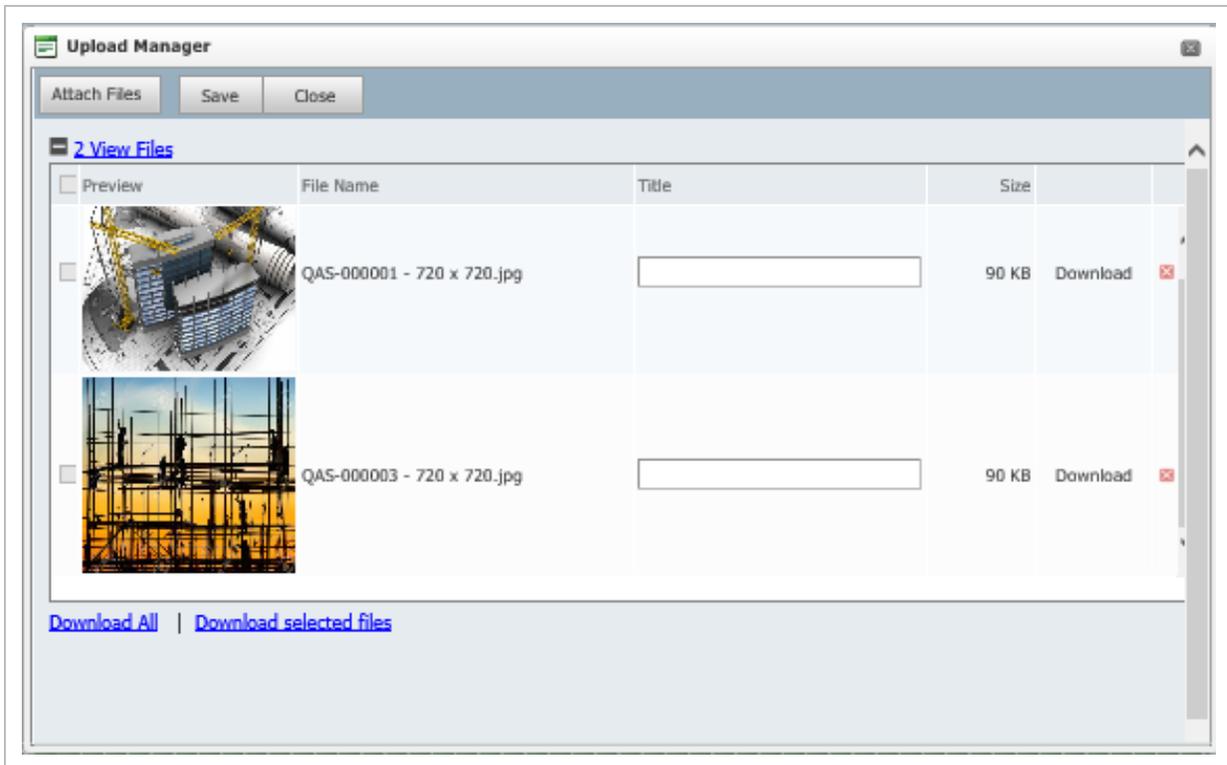
1. From within the Gallery register click the **Upload** button on the menu bar.



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



3. Drag and drop image(s) straight into the Upload window. They will start uploading immediately with upload progress shown next to the file name.



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

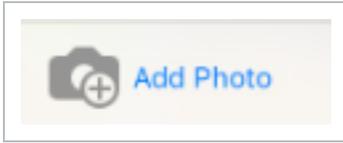
NOTE

- The Title is the only mandatory field which is required to save an image. The rest of the fields can be added from the edit screen later.
- Files can be removed by clicking the red cross icon within the Upload Manager.

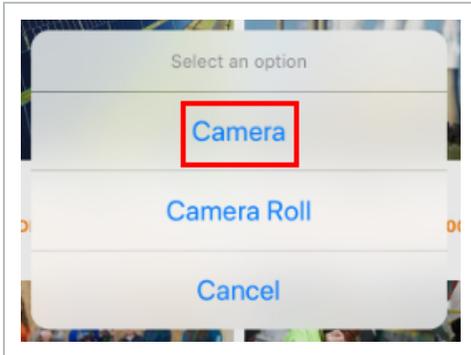
3.2 SINGLE AND BULK UPLOAD USING THE IOS APP

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.

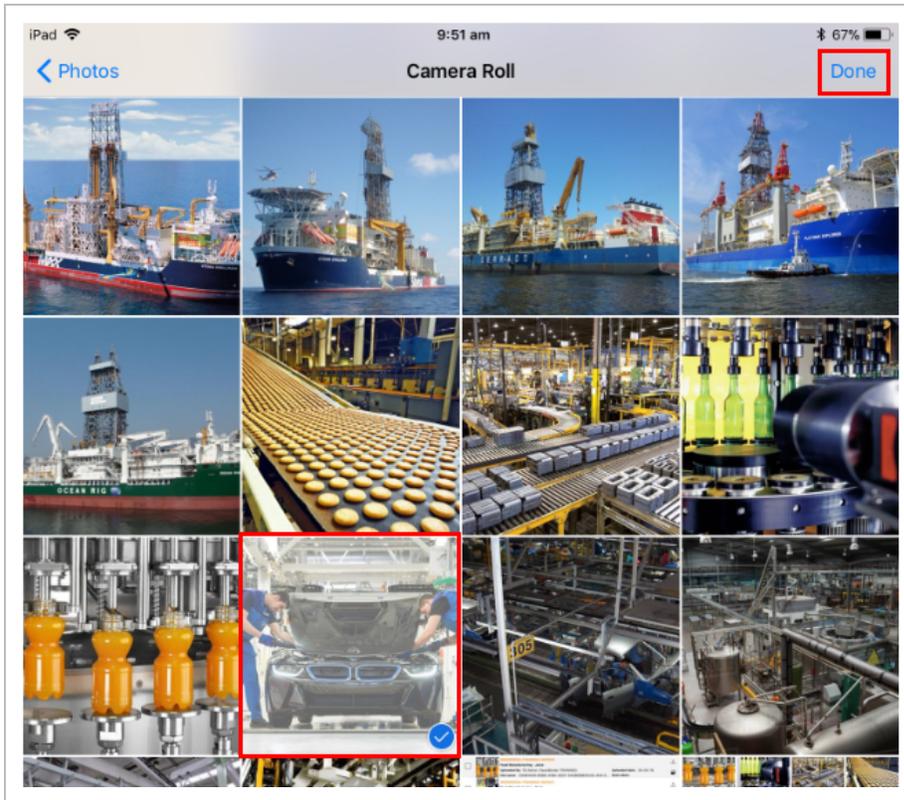
4. Click the **Upload** option to upload the images to the Project Gallery Register.



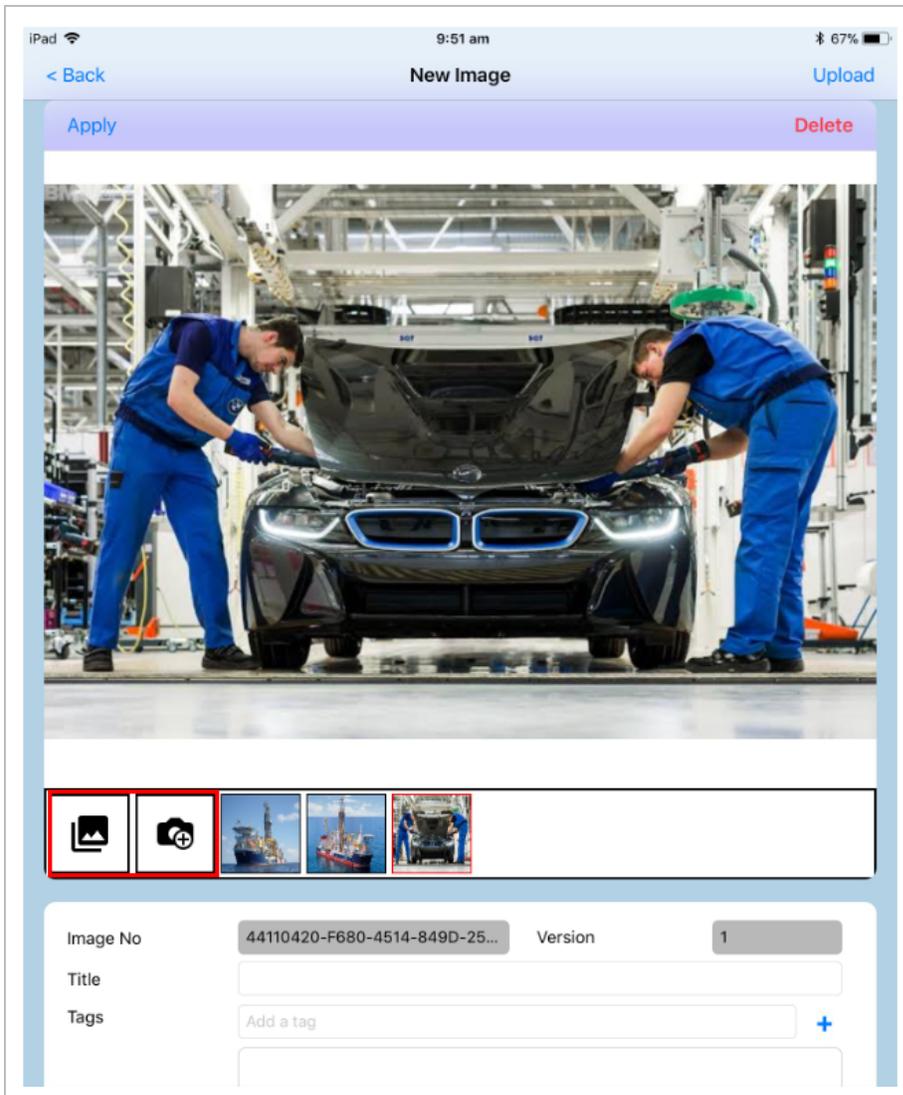
3.2.2 Camera Roll

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.



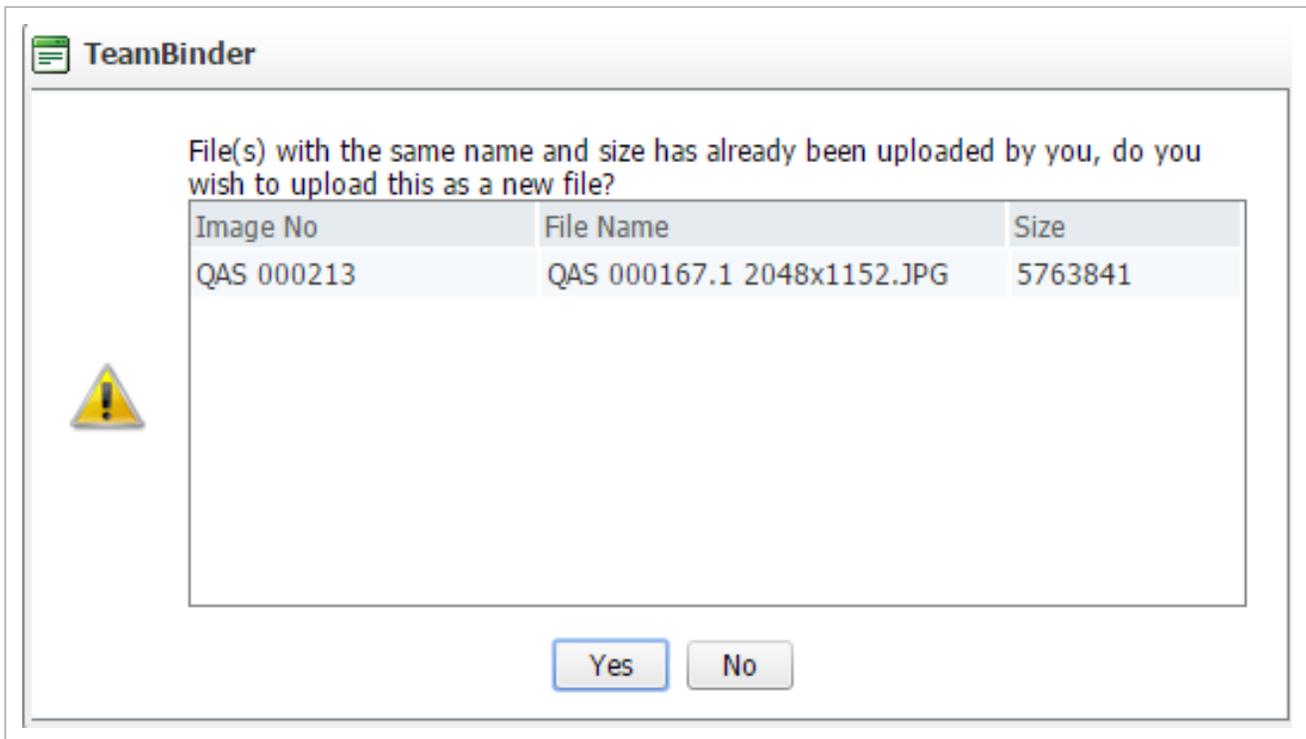
2. Click **Done** (top right corner) to add the images to the app.
3. This opens the **New Image** page (the standard mobile device camera capture interface).



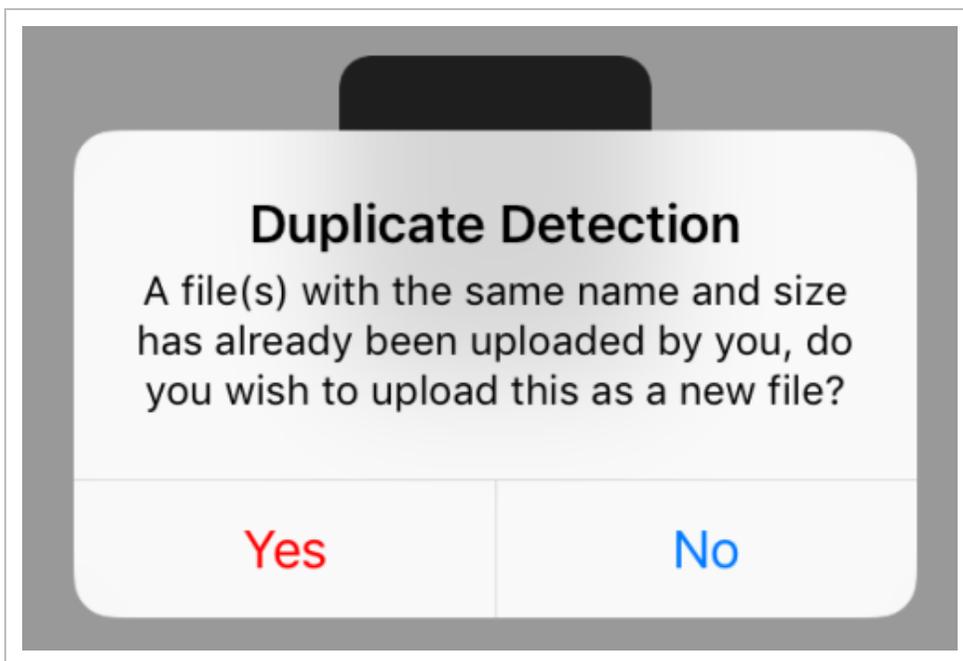
4. Add additional metadata and select images to upload by selecting the **Camera Roll** or **Camera** buttons below the image.

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.

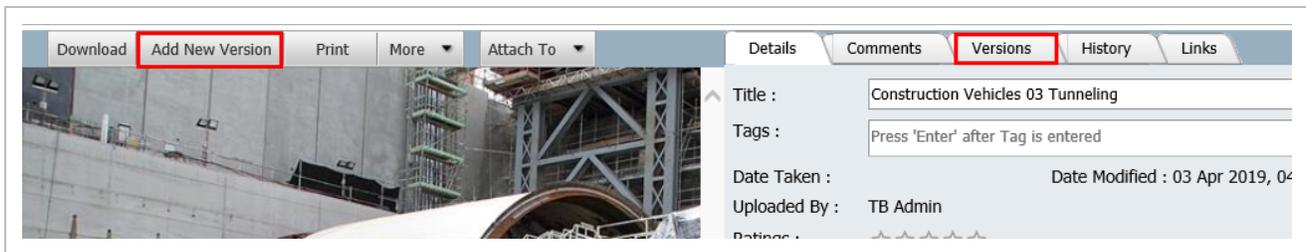
The following detection criteria are used to identify duplications:

- File Name
- File Size
- Uploading user

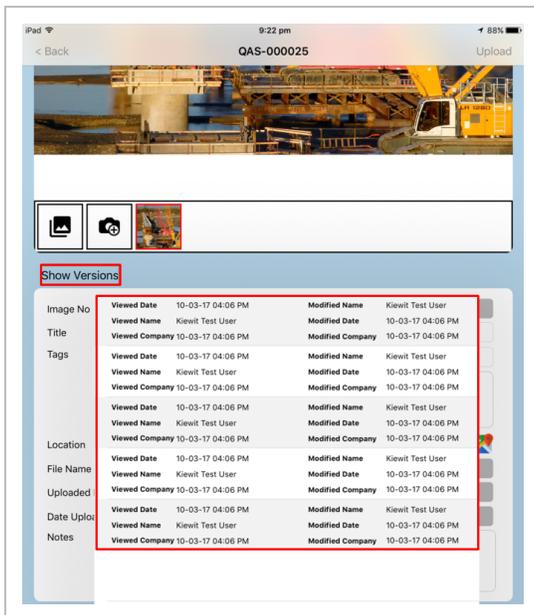
3.4 PROJECT GALLERY VERSIONING

The Version tab shows all available versions for an image.

A new version can be created by selecting the **Add New Version** button on the top left of the screen, 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**.



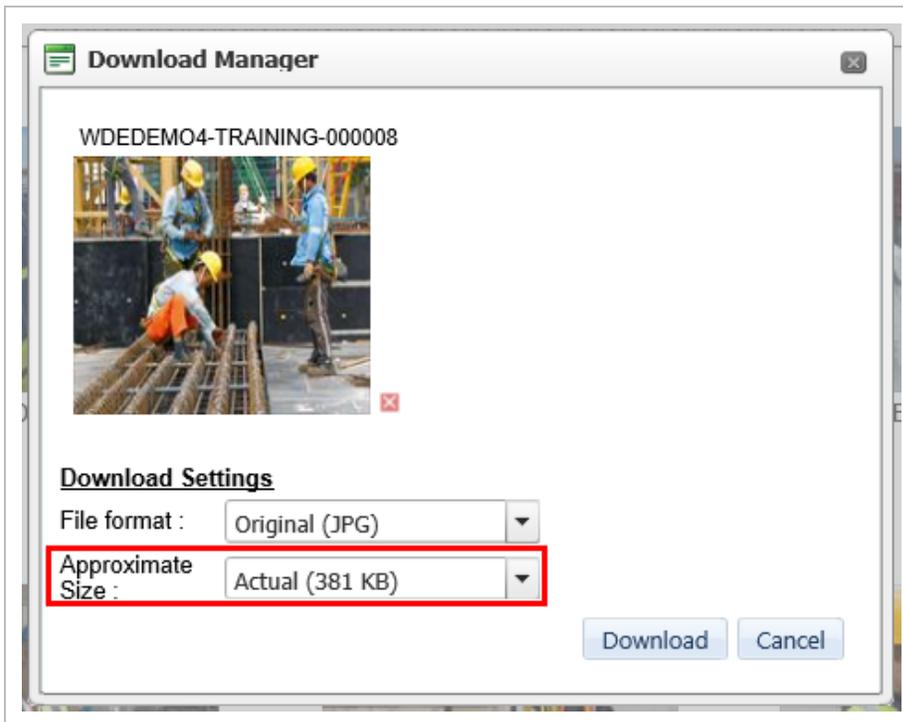
CHAPTER 4 – DOWNLOADING IMAGES

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4.1 SINGLE AND BULK DOWNLOAD

To download files:

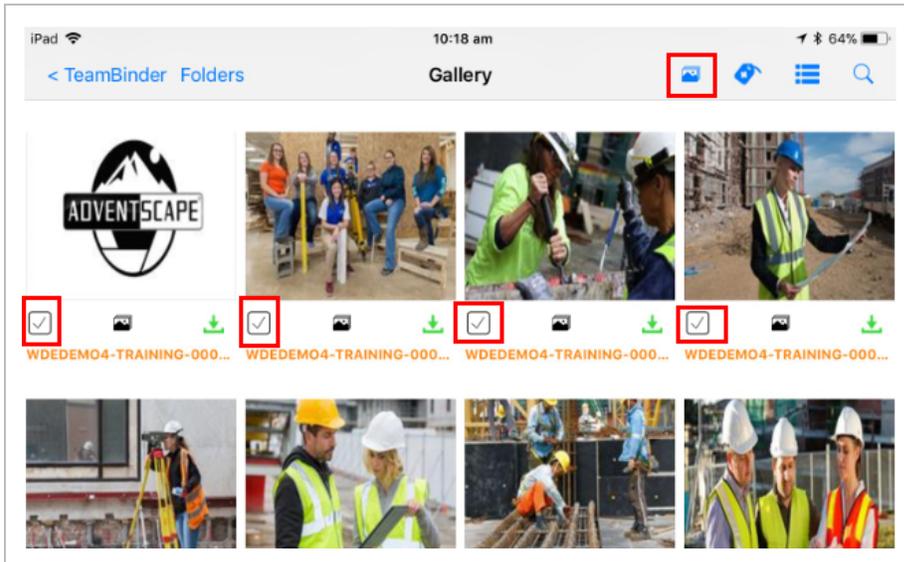
1. From within the Project Gallery register click the check boxes against one or more images to select them.
2. Click the **Download** button.
3. The Download Manager window will appear. Select the file format and the size of the image from the dropdowns.



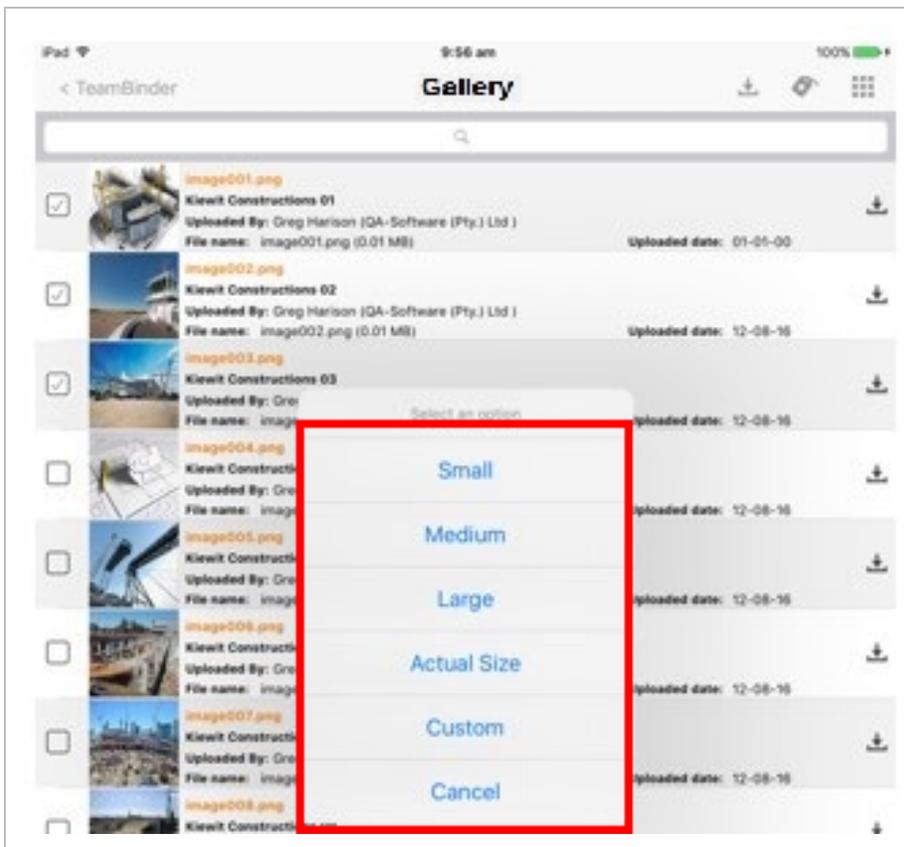
4.2 SINGLE AND BULK DOWNLOAD IOS APP

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.

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CHAPTER 5 – IMAGE DETAILS

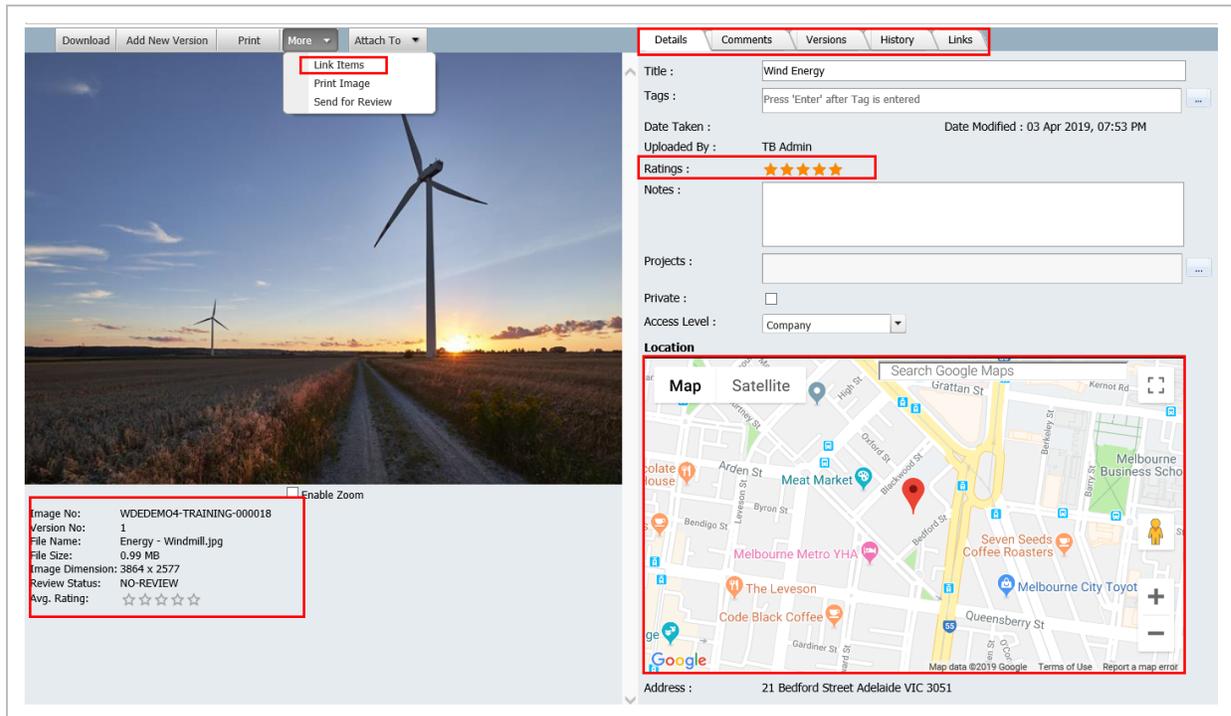
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5.1 EDITING PROJECT GALLERY IMAGE METADATA

To edit image metadata:

1. Double click on the image 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.
3. 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.
4. An address can also be entered manually. The location will then appear on the map within the

Details screen.



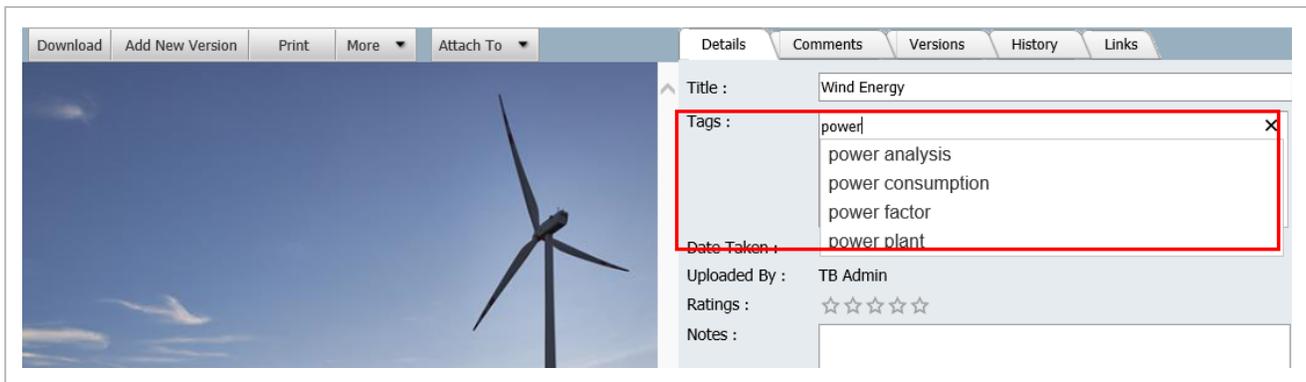
5. Once the Details tab has been completed, click the **Save** button.

NOTE

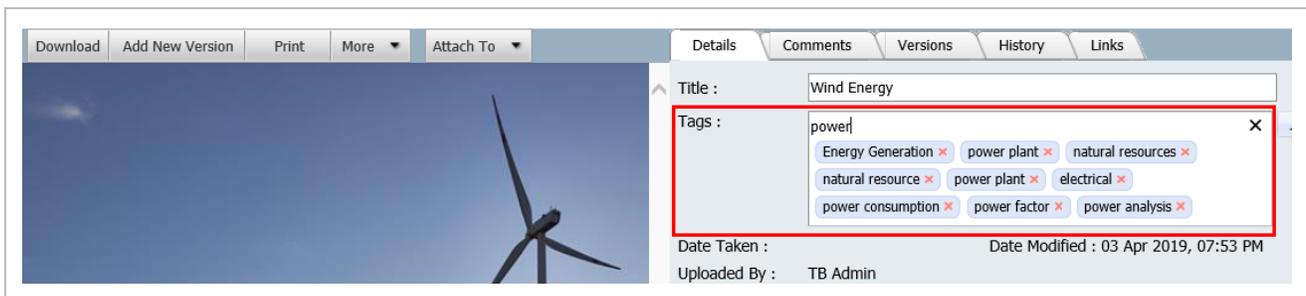
- The image number, file size, file type and file name will be displayed under the image.
- A single image can be downloaded from the detail view once this tab has been saved.
- If an image is taken with the location services enabled on the device against the InEight Document application, the coordinates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

5.2 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.

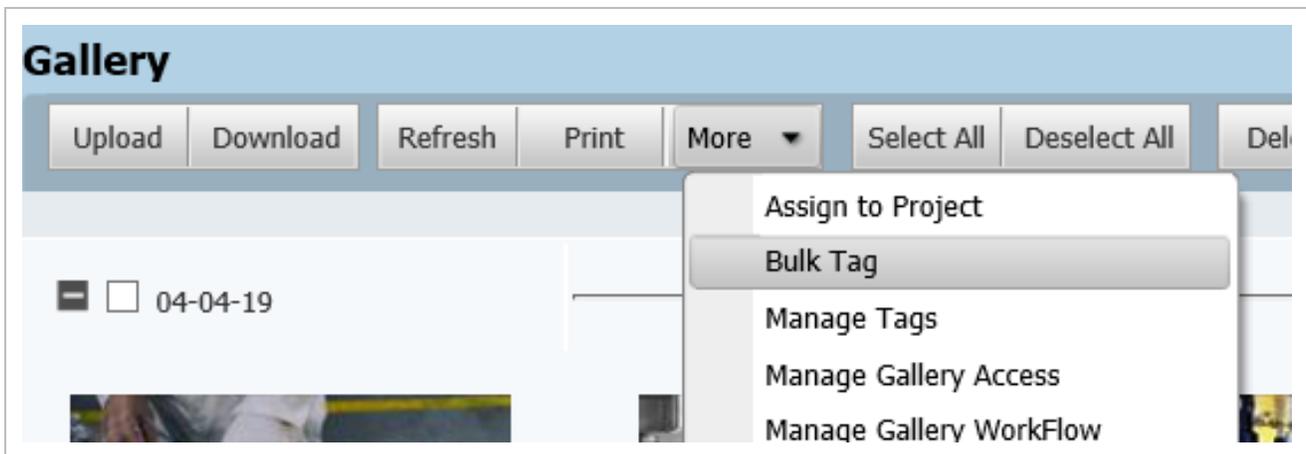


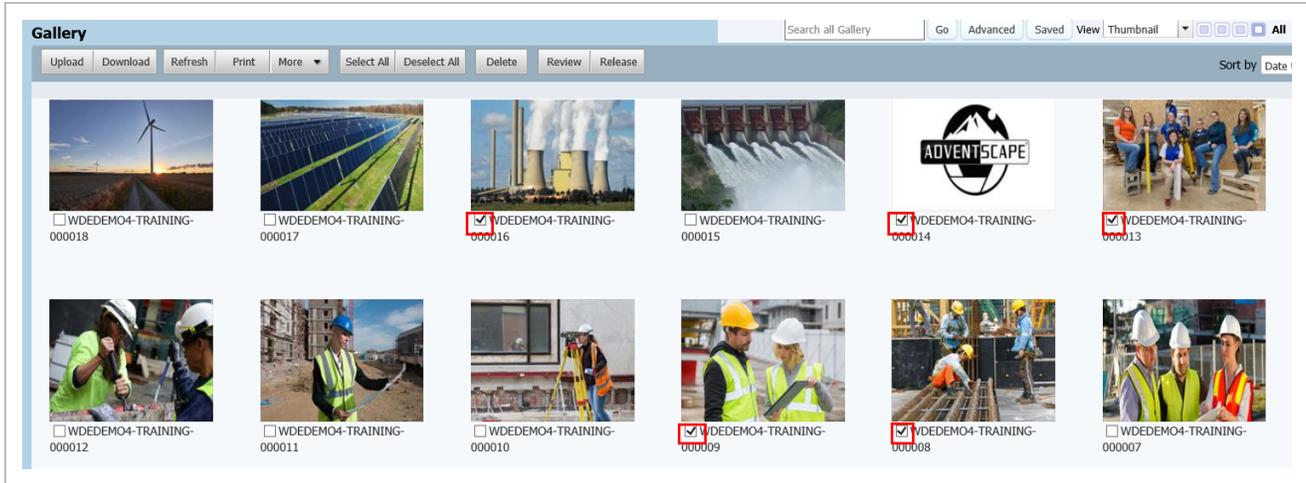
Once entered manually, or selected from the list of available items, a Tag becomes a Token.



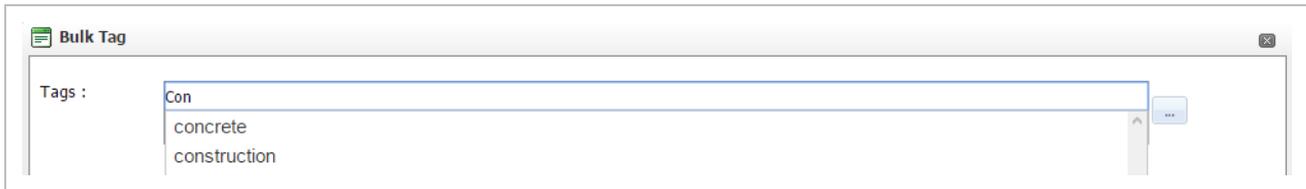
5.2.1 Bulk Tagging

Users can add Tags in bulk to multiple items by selecting the image items checkboxes in the register then clicking **More**, then **Bulk Tag**.



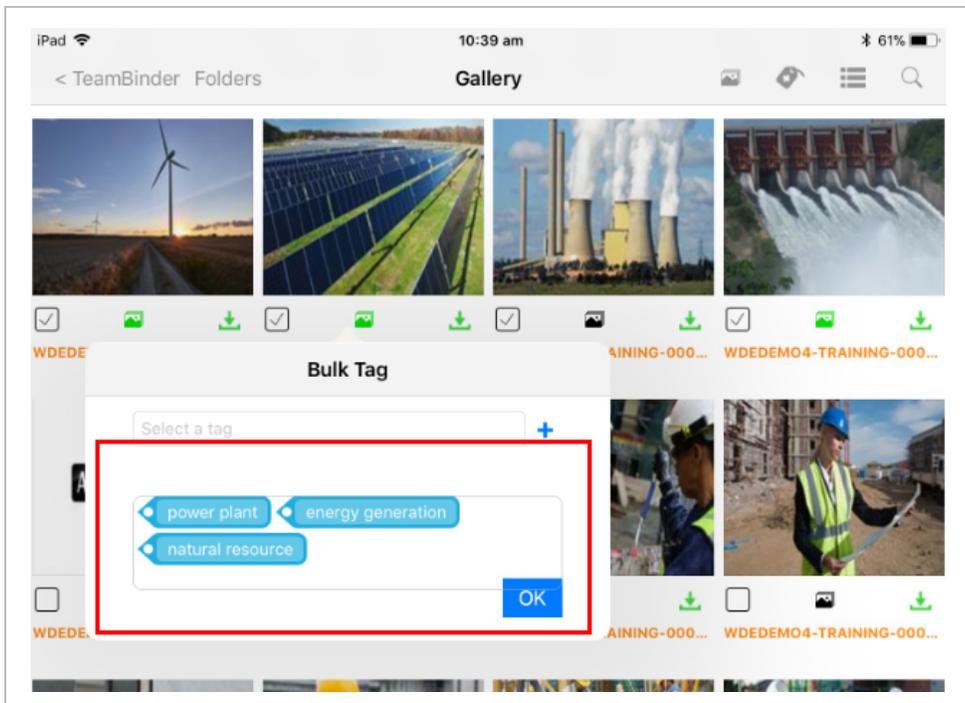
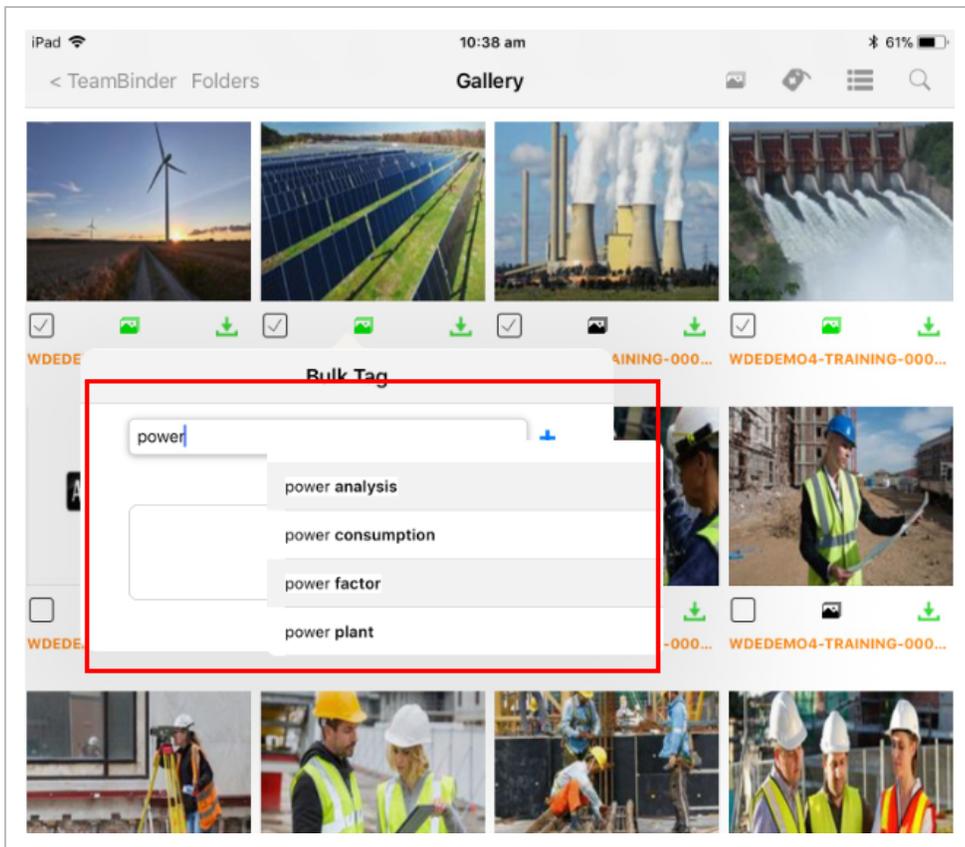


A user can either select from suggested Tags or enter a new keyword as a Tag. Tags will appear as Tokens after pressing enter.



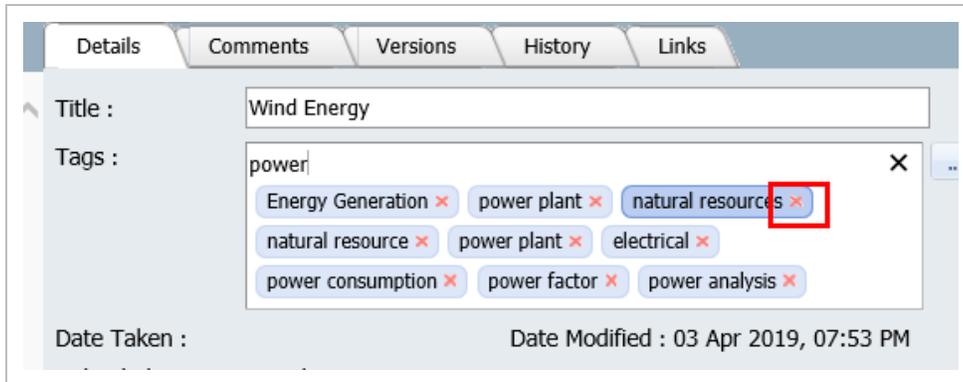
5.2.2 Tagging in iOS

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.

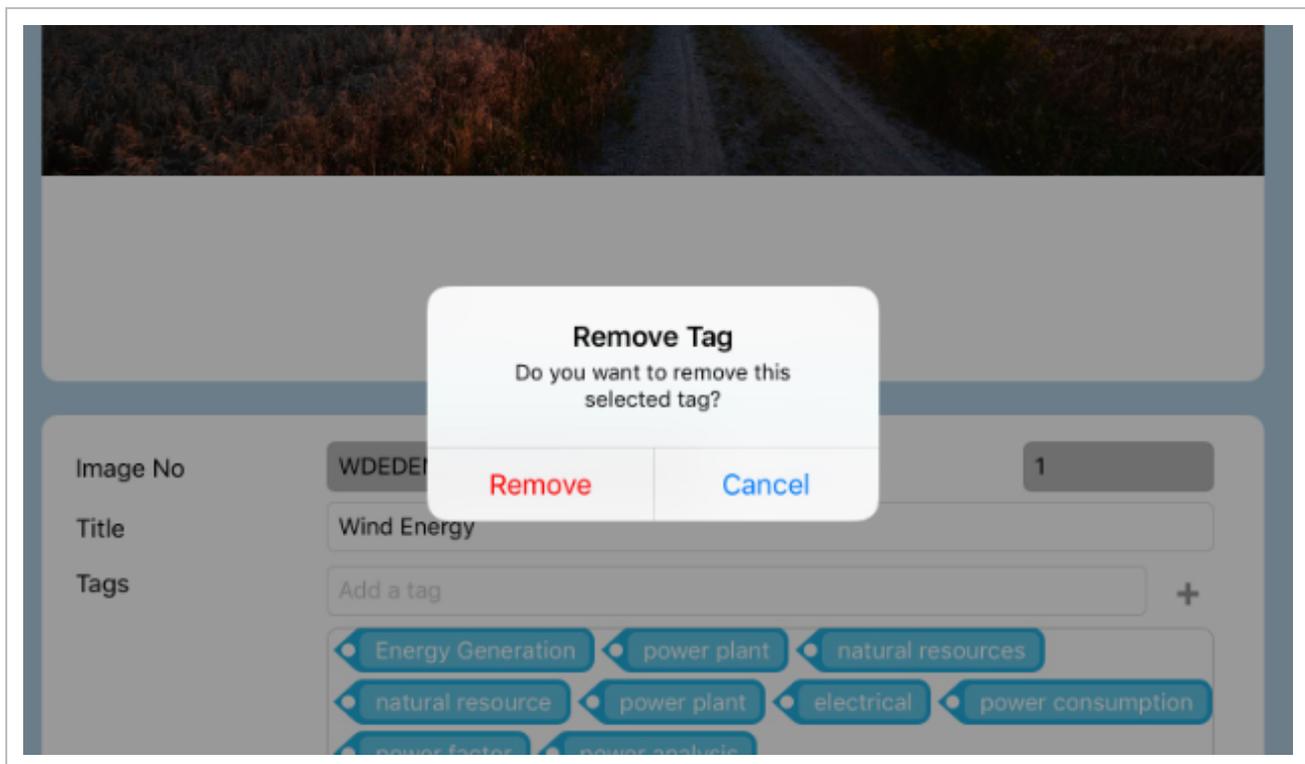


5.2.3 Removing Tags

To remove a Tag from an image, user can select the red cross against the Token.

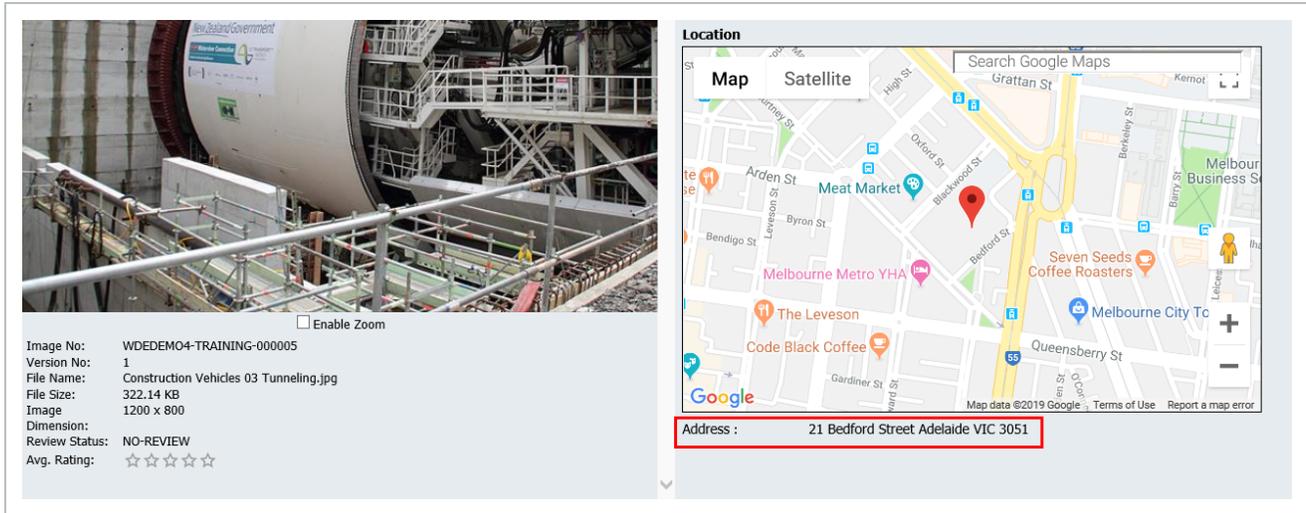


To remove a Tag via the App, press and hold the tag and select **Remove** when prompted.



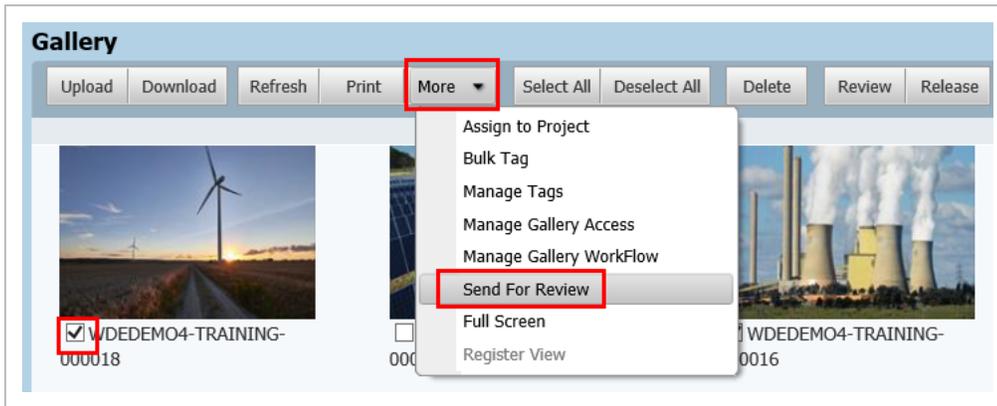
5.3 DISPLAY PROJECT GALLERY ITEMS IN GLOBAL MAP

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

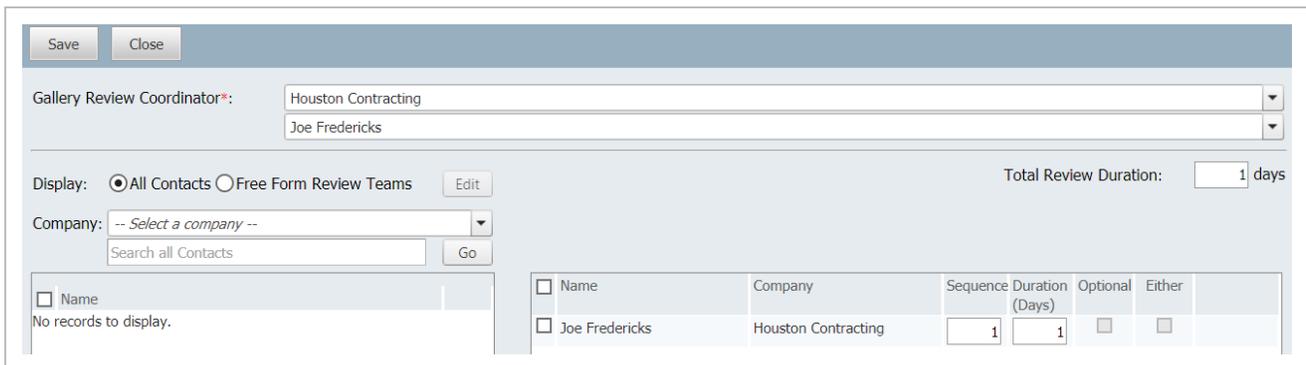


5.4 SENDING PROJECT GALLERY ITEMS FOR REVIEW

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.



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

Date Created	User	Company	Comment Type
20-11-18 01:54 PM	Joe Fredericks	Houston Contracting	Standard
20-11-18 11:48 AM	Joe Fredericks	Houston Contracting	Review

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

Gallery Release
 The images listed below are awaiting release. Use the Add/Edit option under the Comments column to select one or more reviewer's comments and to add your own text review summary. Select applicable Review Status to Release/Reject the image.

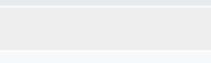
Refresh Print

<input type="checkbox"/>	Image	Image No	Title	Comments	Review Status	
<input type="checkbox"/>		MKTGEN19DEMO-HCC-000008	Test File 1	Add/Edit	-- Select a Review Status -- Released Rejected	Apply this review status to all listed images/videos <input type="checkbox"/>

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

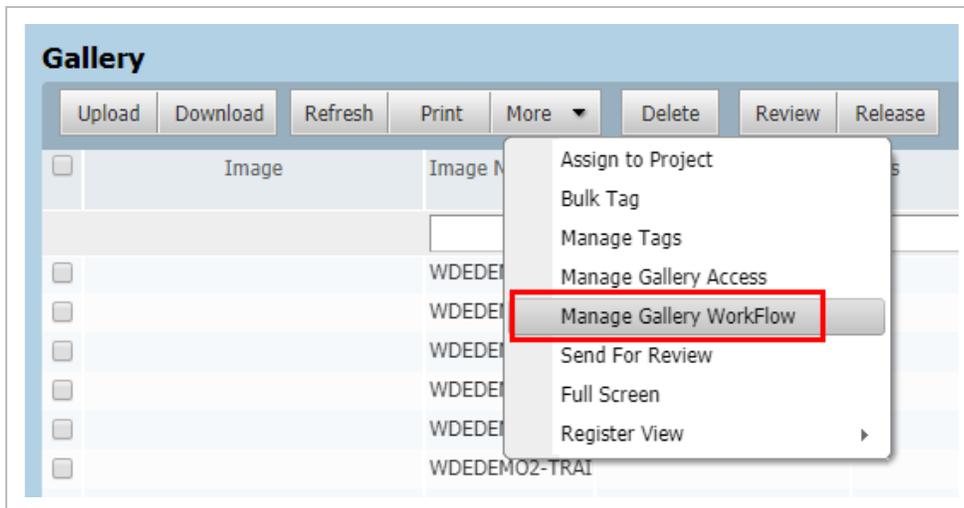
Gallery

Upload Download Refresh Print More ▾ Delete Review Release

<input type="checkbox"/>	Image	Image No	Title	Review Status ▾
<input type="checkbox"/>				RELEASED
<input type="checkbox"/>		WDEDEMO2-TRAI		

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.

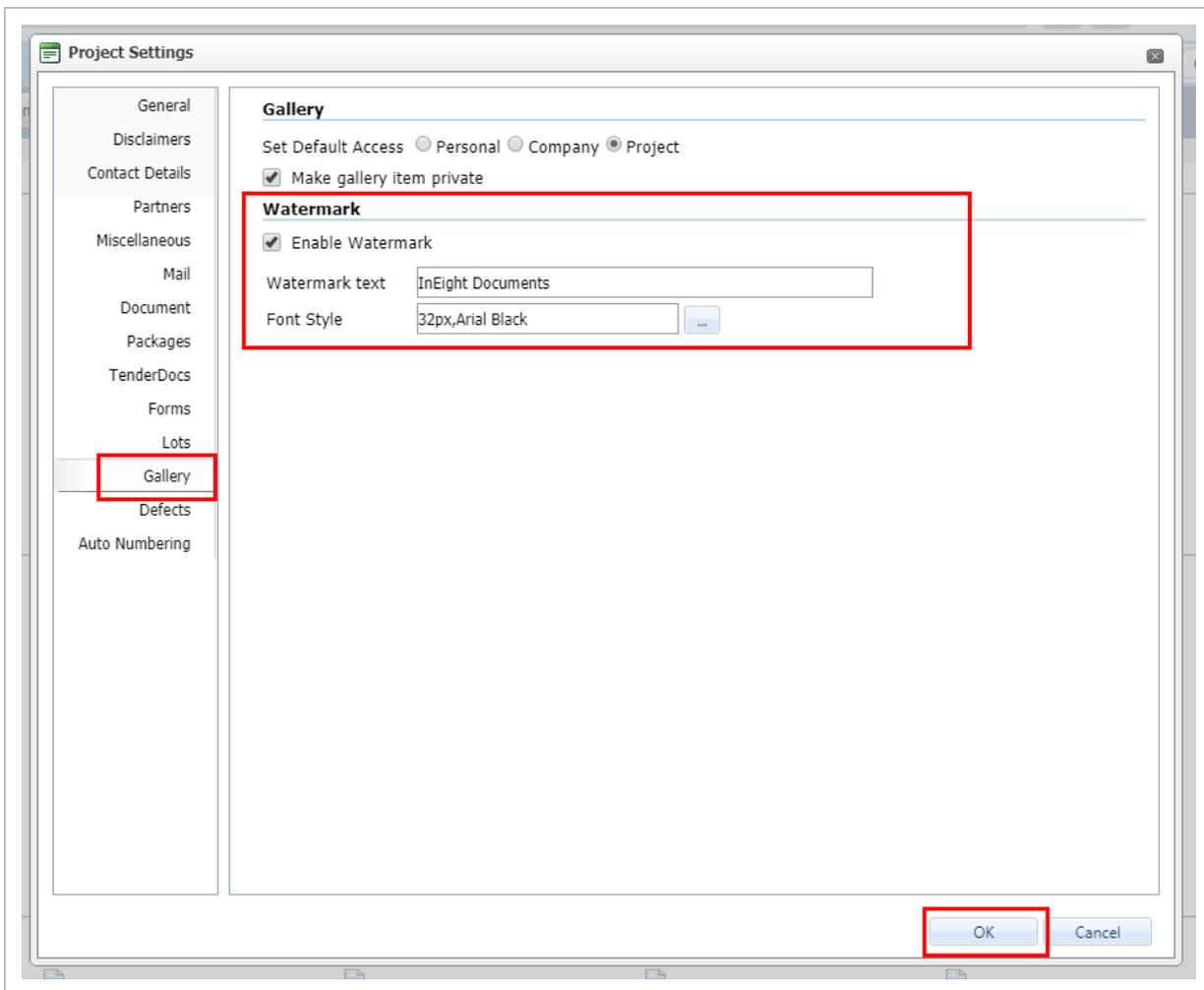
This function is accessible via the More button à Manage Gallery WorkFlow.



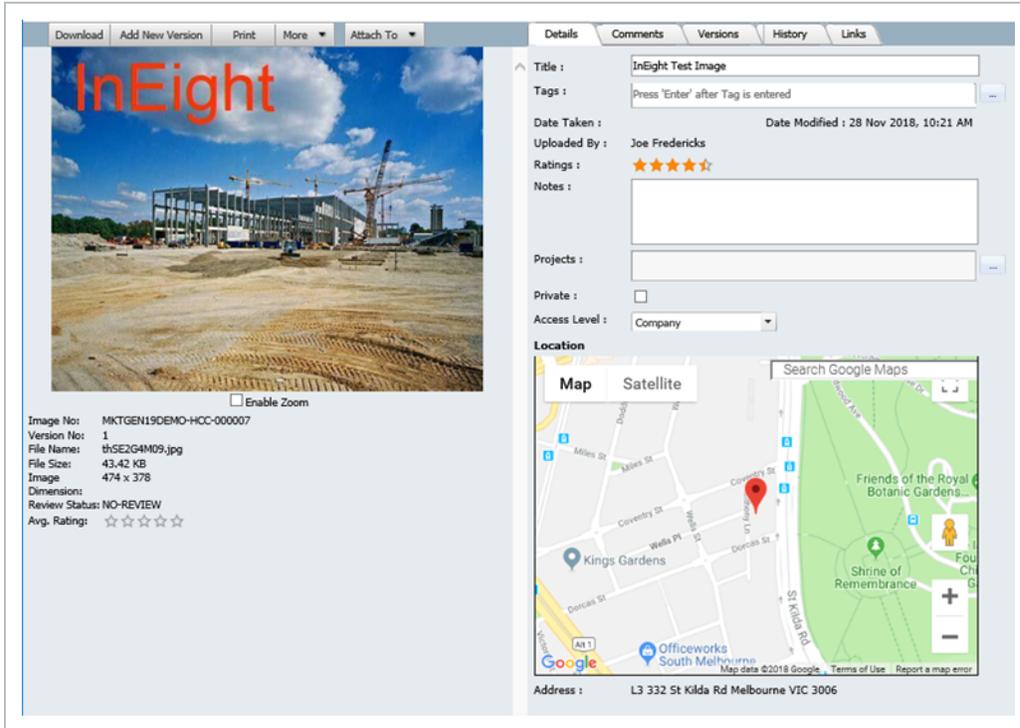
5.5 WATERMARKING THE IMAGE

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.



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



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CHAPTER 6 – PROJECT GALLERY LINKS AND ATTACHMENTS

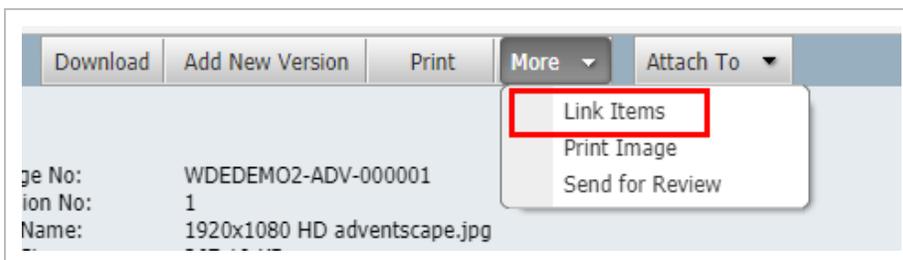
Links to images stored in the Project Gallery can be created from other InEight Document modules (e.g. Mail, Documents and Transmittals). Additionally, other items can be linked to images from within the Project Gallery. These links can be viewed via the Links tab in the image details window.

6.0.1 Help topics

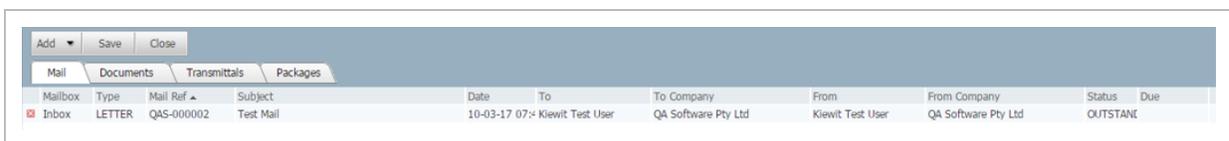
6.1 LINKING PROJECT GALLERY WITH OTHER MODULES

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

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

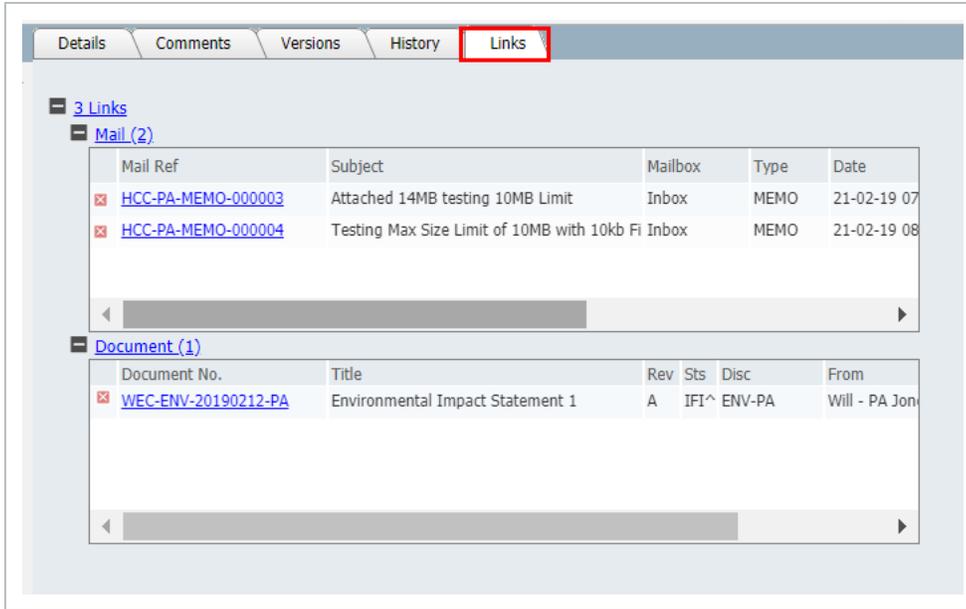


2. Click the **Add** button and then select the relevant module.



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

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



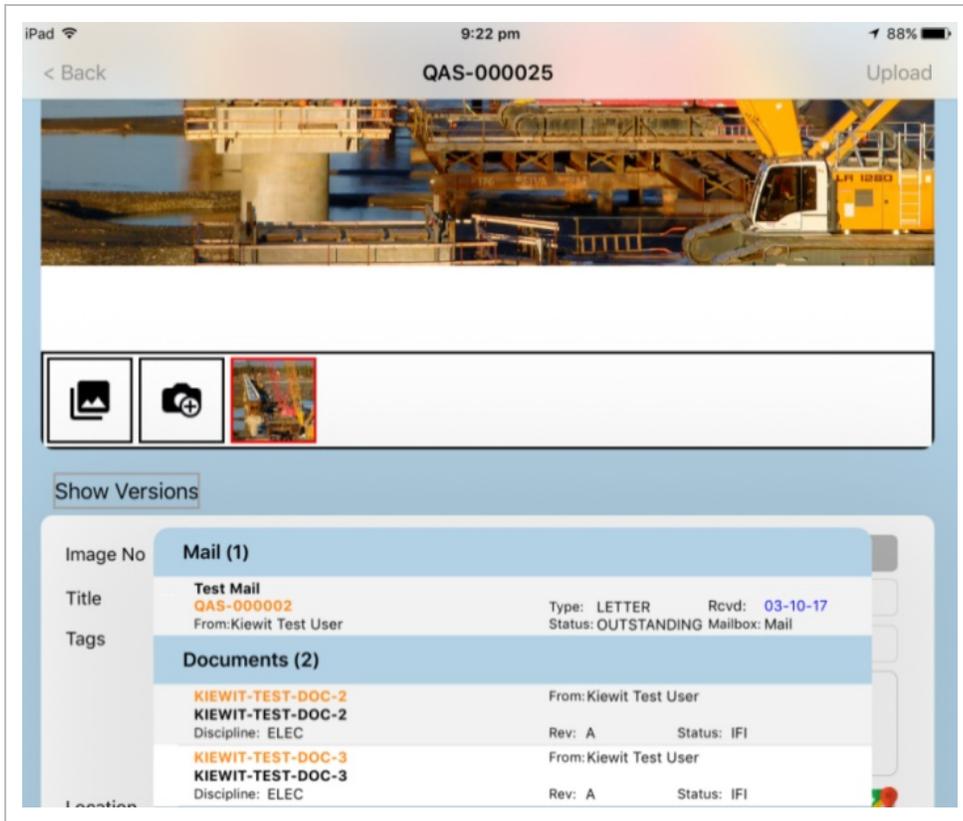
The screenshot shows a software interface with a navigation bar at the top containing tabs for 'Details', 'Comments', 'Versions', 'History', and 'Links'. The 'Links' tab is selected and highlighted with a red box. Below the navigation bar, there is a section titled '3 Links' with a minus sign icon. Underneath, there are two sub-sections: 'Mail (2)' and 'Document (1)'. The 'Mail (2)' section contains a table with two rows of email links. The 'Document (1)' section contains a table with one row of a document link. Both tables have scrollable horizontal bars at the bottom.

Mail Ref	Subject	Mailbox	Type	Date
HCC-PA-MEMO-000003	Attached 14MB testing 10MB Limit	Inbox	MEMO	21-02-19 07
HCC-PA-MEMO-000004	Testing Max Size Limit of 10MB with 10kb Fi Inbox		MEMO	21-02-19 08

Document No.	Title	Rev	Sts	Disc	From
WEC-ENV-20190212-PA	Environmental Impact Statement 1	A	IFI^	ENV-PA	Will - PA Jon

6.1.1 iOS App

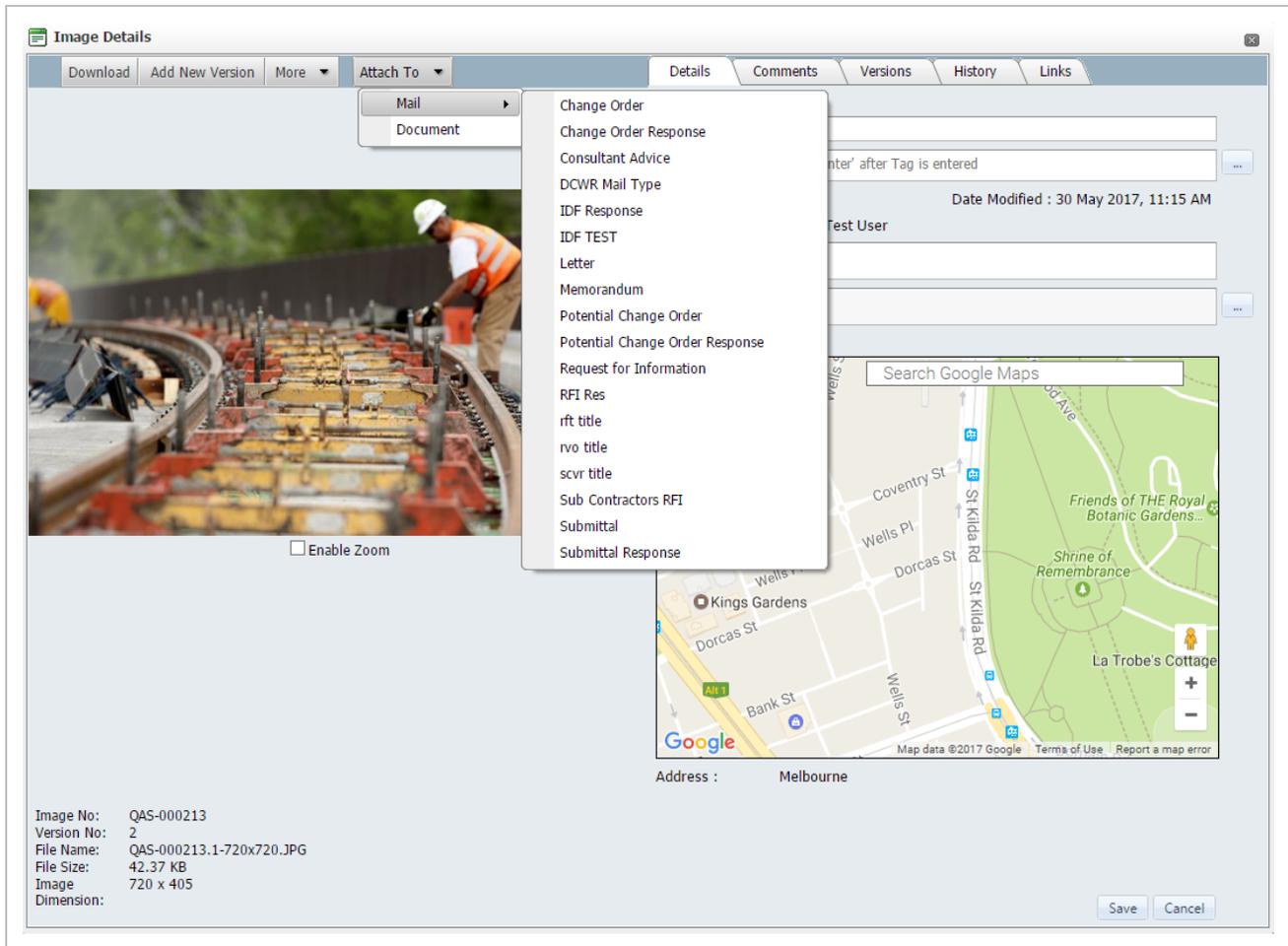
Using the iOS app, if the image is linked with items from other modules, these details will be visible against the image.



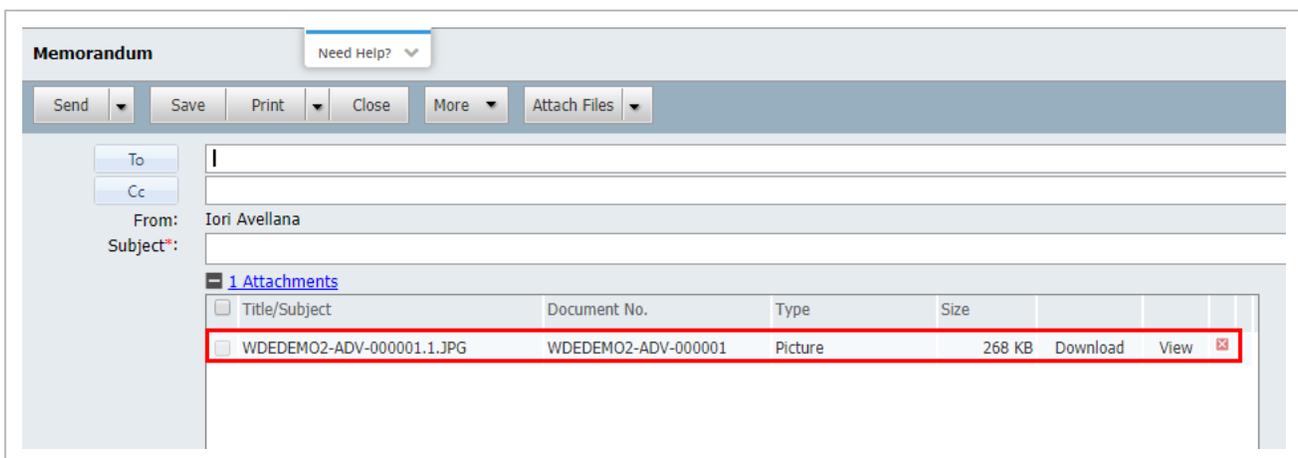
6.2 ATTACHING PROJECT GALLERY IMAGES TO OTHER MODULES

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.



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 **Details** Tab, select the **More** button then **Assign to Projects**.



2. Select the check box next to required projects then the right arrow to move across to the right.
3. Click **OK** to link/export the image to the project.

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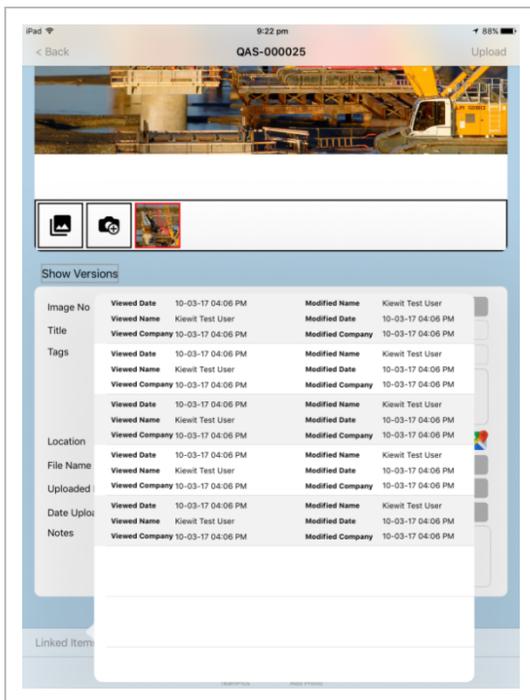
CHAPTER 7 – HISTORY

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.

Details Comments Versions History Links					
Event/Action	Version	Date	Name	Description	
Viewed	1	02-04-19 11:12 AM	Teambinder Administrator (TeamBinder TRAINING)		
Comments	1	02-04-19 11:10 AM	Iori Avellana (Adventscape)	Comment added: Yes, this is it for the end credits. Size is also optimised as it's 1080.	
Viewed	1	02-04-19 11:09 AM	Iori Avellana (Adventscape)		
Comments	1	02-04-19 11:08 AM	Terry Bogard (Adventscape)	Comment added: Is this the current Adventscape logo during end credits?	
Viewed	1	02-04-19 11:07 AM	Terry Bogard (Adventscape)		

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.

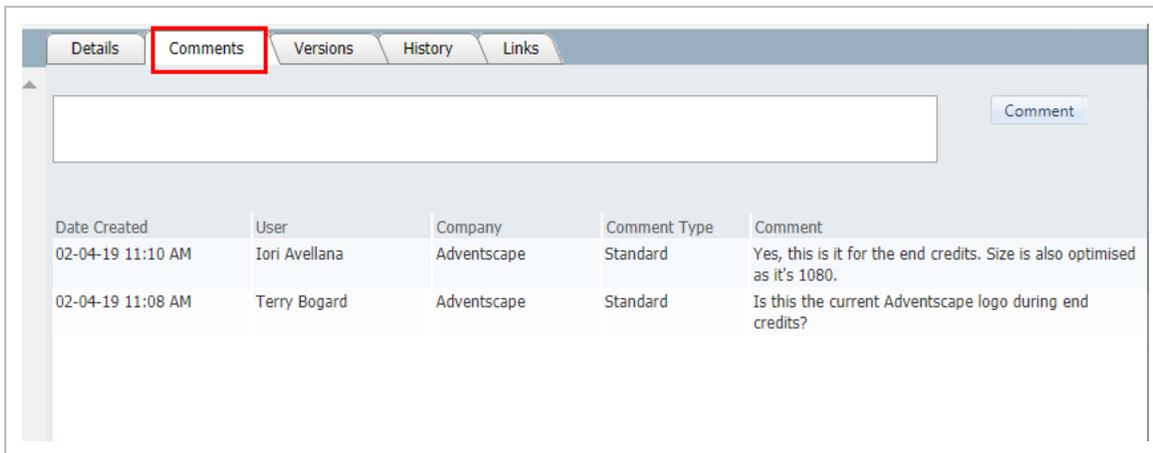


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CHAPTER 8 – PROJECT GALLERY

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.



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CHAPTER 9 – SECURITY CONFIGURATION

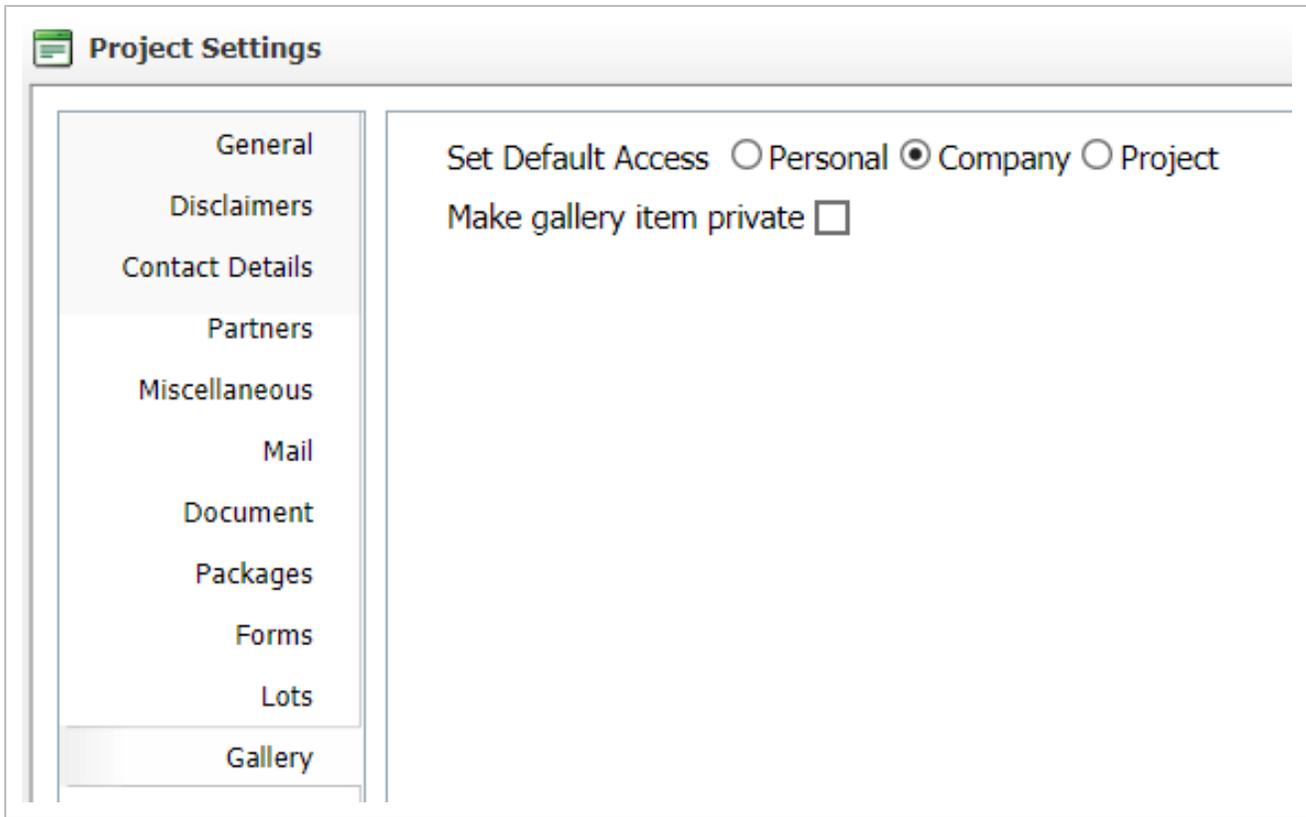
9.1 Project Settings	53
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9.1 PROJECT SETTINGS

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

- **Personal Level:** only the uploader/Primary Administrator is able to view the item.
- **Company Level:** Only the uploader Company/Primary Administrator is able to 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.



Project Settings

General
Disclaimers
Contact Details
Partners
Miscellaneous
Mail
Document
Packages
Forms
Lots
Gallery

Set Default Access Personal Company Project
Make gallery item private

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:

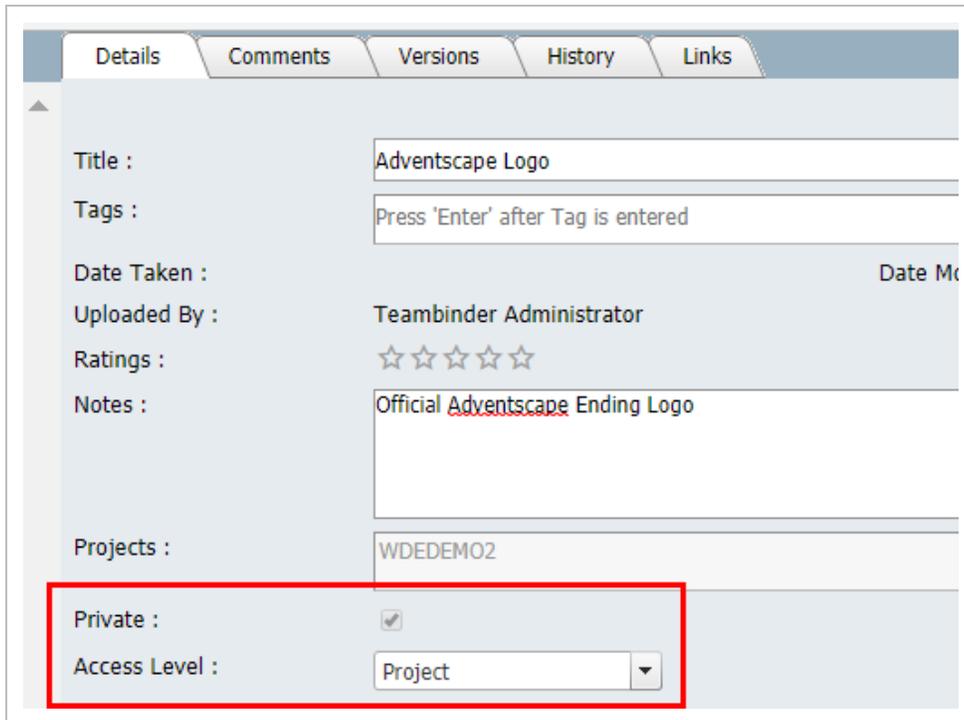
- **None:** No access to the Project Gallery module (left menu will not appear).
- **View:** Able to view and download images the user has access to.
- **Full:** Full access. User can upload images into InEight Document.

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.

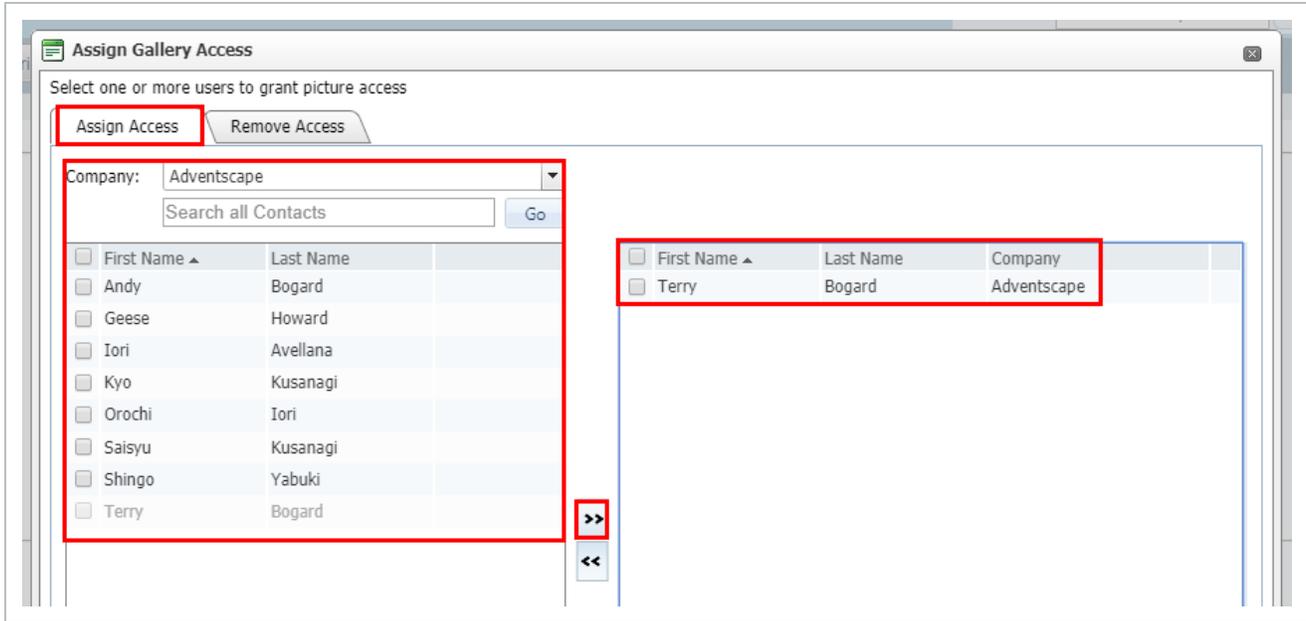


The screenshot shows the 'Details' tab of a gallery item. The 'Private' checkbox is checked, and the 'Access Level' dropdown is set to 'Project'. Other fields include Title: 'Adventscape Logo', Tags: 'Press 'Enter' after Tag is entered', Date Taken: (empty), Uploaded By: 'Teambinder Administrator', Ratings: five stars, Notes: 'Official Adventscape Ending Logo', and Projects: 'WDEDEMO2'.

9.4 MANAGING USER ACCESS TO GALLERY IMAGES

The **Assign Gallery Access** option allows users to share images within the project.

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

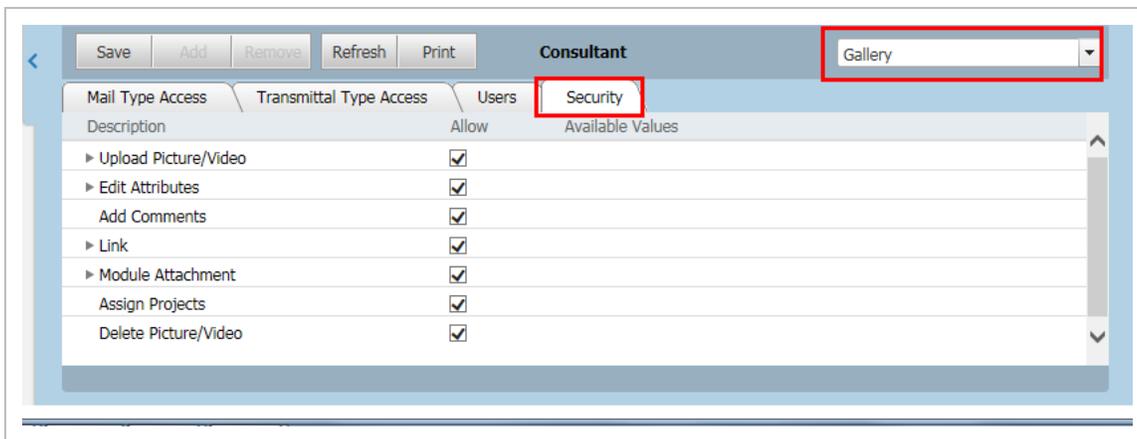


Access to previously granted images can also be revoked through the **Remove Access** tab. This window will provide an overview of all users that have been given access to the selected image.

9.5 SECURITY ATTRIBUTES

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

Choose the **Security** tab 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

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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

