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1 Welcome to iBase Manager Net

Welcome to iBase Manager Net.

iBase Manager Net is a fast, powerful and elegant solution giving you instant control of all your digital assets, enabling you to organise, store, search, and retrieve information quickly and efficiently.

2 How to use this Guide

As a default, the navigation menu on the left of this window displays the Table of Contents for iBase Manager Net.

Each section can be expanded by clicking on its book icon. To learn more about any topic, simply click on the appropriate link within.

Note that a standard index can be shown instead of the Table of Contents, by clicking on the Keyword Index link at the top. The Table of Contents can then be restored by clicking on the altered Table of Contents link again, in the same location.

While viewing the Index, moving the mouse pointer over a Keyword will show the Topics relevant to it. To learn more about a topic, simply click on the link.

3 Purpose

This Guide is designed to get you using iBase Manager Net as quickly as possible. It assumes that:

- You understand the basic concepts of databases.
- Your system database is installed and configured.
- You have been provided with a login ID and password for iBase Manager Net.
- You are familiar with browsing and navigating web pages, by clicking on links.

4 Copyright

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5 Disclaimer

This manual has been validated and reviewed for accuracy. The included set of descriptions and instructions are accurate at the time of this manual's production. Succeeding enclosures, manuals and updates, however, are subject to change without notification.

iBase Image Systems Ltd assume no responsibility for damages incurred directly or indirectly from errors, omissions, or discrepancies between an enclosure, an update, and the manual. The publication and features described herein are subject to change without notice.

6 Getting Started

This chapter shows you how to get started with iBase Manager Net. Use this chapter to find out how to log on/out and what you will find on the first couple of pages.

Find out more:

- How do I start iBase Manager Net?
- How do I log on iBase Manager Net?
- What are the Terms and Conditions of Use about?
- How do I log out of iBase Manager Net?
- What is the Select Collections page?

6.1 Starting iBase Manager Net

To start iBase Manager Net:

1. Navigate to the URL of the website.

You are greeted with your front page with an Enter Site button.

2. Click Enter Site

A new window opens prompting you to log into the system.
6.2 How to Log On

The Log On page appears with the Log On box in the centre.

To log on:

1. Enter your user name and password.

As part of the logging on process it is necessary that you have read, understood and agree to conform to the terms and conditions. You can read the terms and conditions by clicking on the Terms and Conditions of Use link.

2. Check the terms and conditions confirmation box to show that you have read, understood and will adhere to them.

3. Click Log On.

Once you have successfully logged on, you will see the Select Collection page.

Find out more:

How do I Log Out?

6.3 Terms and Conditions of Use

To use the iBase Image Manager it is necessary that you have read, understood and agreed to conform to the terms and conditions. You can read the terms and conditions by clicking on the Terms and Conditions of Use link.

6.4 How to Log Out

To log out of iBase Manager Net simply click on the Log Out button at the top of the screen.

Note If left idle for over twenty minutes, iBase Manager Net will timeout and you will be required to log in again before continuing. iBase Manager Net is closed and the Enter Site screen will be displayed. This is the only way to log out simply closing the browser will not suffice.

6.5 Selecting Your Collection

Once you have logged on, the first page you will see is the Select Collection page. This page displays all the collections set up in iBase Manager Net that your role has access to view. Collections are groupings of images determined by the user to help you...
quickly find those you are interested in. It is important to understand that by selecting a collection rather than selecting all you will be filtering out some of the images to start.

To select all the images, simply click on the Select All Images button. Otherwise, choose which collections you would like to use by clicking in their selection box or name and then clicking Select Collections.

Go back at any time to select different collections by using the Select Collection link in the top navigation.

7 Organising Your Images and Jobs

Using Departments

Departments are a way of separating your images and jobs into their logical subsets within your organisation.

Fig.1. shows how departments, jobs and images relate to each other.

Fig. 1.

- A department can contain any number of jobs.
- A job must belong to at least one department.
- A job can contain any number of images.
- An image must belong to only one job.
Using Collections

Collections are a way of grouping images, where they relate to a similar subject. For example a collection could be defined to hold the images from single source, or images concerning a particular event that occurred.

Fig.2. shows how collections and images relate to each other.

Fig.2.

- Each collection may contain any number of images.
- Each image may belong to any number of collections.

8 Securing Images and Jobs

Securing Images and Jobs using Departments

Departments can be used to control whether a user has access to the images and jobs belonging to a department by granting or refusing the user access to it.

There are three types of access to a department:

- None - the user is refused access to the department's images and jobs.
- Read Only - the user is granted read only access to the department's images and jobs, but cannot edit or delete these items, or upload new images into these jobs.
- Full - the user is granted full access to the department's images and jobs.

Access to some images does not need to be controlled by department. For these images it is possible to grant access to an image by changing the image's access level.

There are two levels of access for an image:
- Department Only - only users that are granted access to the image's department are granted access to the image.
- General - all users are granted read only access to the image regardless of the image's department.

By default, all new images have the 'Department Only' access level.

**Securing Images using Collections**

Collections can be used to control whether a user has access to the images belonging to a collection by granting or refusing the user access to it.

9 **Navigation**

Throughout the website there are various means to navigate. Primarily these are:

1. **Top Menu Navigation** - a series of buttons found at the top of the screen which you use to navigate around the application. For more details read [Top Menu Navigation](#).

2. After the Select Collections page you will be able to navigate back to previous pages viewed using the links in the crumb trail. For more details read [Crumb Trail Navigation](#).

3. Options relevant to the current page will appear in the left hand margin. These will be given in more detail in their respective help pages.

Find out more:

- [What makes up the Top Menu Navigation?](#)
- [What is Crumb Trail Navigation?](#)

9.1 **Top Menu Navigation**

The **Top Menu Navigation** can be found at the top of all pages from the Welcome page onwards.

Click on the links to navigate to the following areas of iBase Manager Net: **Note** All of the following links may not appear, depending on the security permissions associated with your User Role.

- **Welcome** – Takes you to the Welcome page.
- **Select Collection** – Return to the [Select Collection](#) page to select another collection to view.
- **Search** – Takes you to the [Search](#) page, where you have the option to perform a search for Images or Jobs.
- **Search History** – Takes you to the Search History page showing you the previous 20 searches that you have conducted which have successfully returned results.

- **Light Box** – Takes you to the Light Box page where selected images can be viewed.

- **Administration** – (Restricted Use) Contains all Administration options.

- **Upload** – Takes you to the Upload page where you are able to upload images into the system.

- **View Your Orders** Takes you to the View Your Orders page which shows details of any images you have ordered.

- **Terms and Conditions of Use** – Shows the Terms and Conditions which you must adhere to use the system.

- **Log Out** – Logs you out of iBase Manager Net and returns to the front page.

### 9.2 Crumb Trail Navigation

Various pages include a 'crumb trail'. This displays the steps involved to get to the page that you are at present. Use this to navigate back to previous pages.

### 10 Uploading Images

You can add images into the system using the Upload Images facility.

There are two means of uploading your images. These are:

1. via browser
2. via hot folders

You can only upload images into an existing job. In some cases it may be necessary for you to create a job.

Find out more:

- What image formats can I upload?
- What are upload policies?
- How do I upload images?
- How do I create jobs?
- How do I upload images from a hot folder?
- How do I upload images using browser?
10.1 What Image Formats Are Supported?

At present the following image formats are supported:

- JPEG
- JPEG 2000
- PNG
- TIFF
- Most RAW formats (Nikon NEF, Canon CRW, Kodak DCS DCR and Fuji RAF)

10.2 What Are Upload Policies?

Upload Policies are used whenever images are uploaded into the system. They specify how the images should be dealt with, as they are brought into the system.

10.3 Uploading Images

To upload images:

1. Click on Upload in the top navigation menu.
2. Choose which job you would like to upload the images into by clicking on [upload] to the right of the job name. Note You may need to create a job.
3. Select the policy to upload the images with.
4. Upload images either by using the hot folder or browser methods.

**How do I create a job?**
**What are upload policies?**
**How do I upload images using hot folders?**
**How do I upload images by browsing?**

10.4 Create Jobs

To create a job:

1. Click on Upload in the Top Navigation Menu.
2. Click the Create Job button in the left margin Note The correct access levels are required.
3. Use the text input boxes and dropdown menus to enter information. Note The settings are set by the administrator.
4. Click the Create button.

Things to note:

- The job number is automatically entered (although it can be changed). The number is
1 greater than the previously largest number.

- The photographer and date are automatically filled in (the photographer being your user name and today's date both of which can be changed).
- Default access levels are applied to all images uploaded to this job. Initially these are set to the most restrictive.
- You can edit all the data and attributes in their respective image view.

How do I edit data?

10.5 Upload From Hot Folder

To upload images via hot folders:

1. Click on **Upload** in the Top Navigation Menu

2. Select the job you would like to upload the images into. If the job does not exist create a new one. If there are more than 50 jobs you will have the ability to search them.

3. Select upload policy. (If there is only 1 policy this page will not be shown. If there are no upload policies you will **not** be able to upload images). **Note** All policies are determined by the administrator.

4. Select the Hot Folder you want to upload images from.

5. Browse and select images you want to upload. (Use the toggle selection button in the left margin to toggle all the images between selected and unselected).

6. Click the **Upload** button in the left margin.

You will see confirmation of your images you have uploaded. Click on the **Browse Uploaded Images** in the left margin to view the images you successfully uploaded.

After uploading the image/s will either be moved to archived, left as is or be deleted depending on the policy used.

Find out more:

How do I edit details?

10.6 Upload Using Browser

To upload images using browser:

1. Click on **Upload** in the Top Navigation Menu
2. Select the job you would like to upload the images into. If the job does not exist create a new one. If there are more than 50 jobs you will have the ability to search them.

3. Select upload policy. (If there is only 1 policy this page will not be shown. If there are no upload policies you will not be able to upload images). Note All policies are determined by the administrator.

4. Click on the **Upload Using Browser** in the left margin.

5. Browse through your files on your local machine and select the image you would like to upload. (You can only upload 1 image at a time using this technique).

6. Click the **Upload** button in the left margin.

You will see confirmation of your images you have uploaded. Click on the **Browse Uploaded Images** in the left margin to view the images you successfully uploaded.

7. To upload further images using this method click on the **Upload Using Browser** button again.

Find out more:

[How do I edit details?](#)

# 11 Editing Information

When you upload images default information is attributed to each. Assuming you have the correct access levels you can edit these by following these simple steps:

Use the following controls to edit information:

- Drop down pick list - click on the arrow to the right and select the entry you require.
- List - select either one or multiple instances within these lists. (Select a series of consecutive instances by holding down the Shift key and select another further up or down the list. Select multiple instances by holding down the Control key and selecting instances.)
- Check boxes - select one or multiple options by selecting the appropriate check box
- Text fields - fill in with your information
- Date fields - fill in using the standard described to the left of the field (normally dd/mm/yyyy). The slashes will automatically be filled in and the field self validates.
- Popup list - by clicking on a link a popup page will appear. Use this page to fill in the required fields.
You can view any editing you have done by clicking on the View Audit Trail in the left margin of the image page.

Find out more:

*Editing an item*

*Batch edit*

### 11.1 Editing an Item

To edit an item

1. Navigate to the image view.

2. On the right are the different details. Click on [Edit] for whichever details you are interested in editing.

You are presented with a new popup window. At the top is a list of schemas whose attributes you can edit. On the left are the field labels whilst their editable fields are to the right. If a question mark is next to the field name you may click on this to find its explanation. **Note** The fields you can edit are dependent on your access rights.

Toggle open and close different schemas by clicking on their named link. The default open schema is usually the Core schema. Opening a new schema extends the contents of the page.

Any field marked with an asterisk (*) indicates that it must have content.

Some fields require particular formatted data. These fields have a description in brackets next to them showing how they have to be filled in eg dates often have to be filled in dd/mm/yyyy.

3. Edit your chosen fields and click the **Update** button in the bottom right hand corner. **Note** If you close the window without clicking **Update** none of the changes will be performed.

### 11.2 Batch Edit

To Batch Edit a series of items:

1. From the search results, click on the Batch Edit button in the left navigation menu. click on batch edit in the left navigation.

A popup window opens with the edit controls. Defaults are set to **Do not change**.

2. Enter the changes that you would like to the fields and use the controls to determine which ones are altered.

3. Click the **update all** button
The changes occur across the whole of the set of results.

12 Searching

You are able to search across the database using the following controls:

- Drop down pick list - click on the arrow to the right and select the entry you require.
- List - select either one or multiple instances within these lists. (Select a series of consecutive instances by holding down the Shift key and select another further up or down the list. Select multiple instances by holding down the Control key and selecting instances.)
- Text fields - fill in with your information Note It is possible to search on exact matches, starts with, contains, and ends with using the drop down list.
- Date fields - fill in using the standard described to the left of the field (normally dd/mm/yyyy). The slashes will automatically be filled in and the field self validates. There are two boxes to allow for a range of dates. Note Entering a date in the first box searches for dates after or equal to this date. Entering date in the second box searches for dates before or equal to this date.
- Popup list - by clicking on a link a popup window will appear. Use this window to fill in the required fields.

Note What you can search for is dependent upon the level of access you have. If you don't have the level of access you require please get in touch with admin.

Find out more:

Advanced Searching for Jobs
Advanced Searching for Images
Keyword Searching for Images
Refining Search
Search History

12.1 Advanced Searching for Jobs

When you have uploaded images and edited the information that has been attributed to each, assuming you have the correct access levels you can search these by following these simple steps:

1. Click on Search in the top navigation menu.

You are presented with the search page. The search page contains image and job information you are allowed to search on. If you do not understand what any of the field labels mean simply roll your mouse over them and a tool tip will appear with its explanation. Note The fields you can search are dependent on your access rights.

2. Enter your criteria.

3. Click Search Jobs.
You are presented with the list of jobs your search has returned.

Find out more:

How do I refine my search?

12.2 Advanced Searching for Images

When you have uploaded images and edited the information that has been attributed to each, assuming you have the correct access levels you can search these by following these simple steps:

1. Click on Search in the top navigation menu.

You are presented with the search page. The search page contains image and job information you are allowed to search on. If you do not understand what any of the field labels mean simply roll your mouse over them and a tool tip will appear with its explanation. **Note** The fields you can search are dependent on your access rights.

2. Enter your criteria.

3. Click **Search Images**.

You are presented with a gallery of images your search has returned.

Find out more:

How do I browse my results?
How do I refine my search?

12.3 Keyword Searching for Images

You can only search general images using the keyword search. To search using this method:

1. Click on **Search** in the top navigation menu.

2. Click on **Keyword Search** in the left margin.

You are presented with a set of options and a list of subject folders underneath.

3. Select the option of how you would like to search with the keywords.
i) Find images that have any of the selected keywords

ii) Find images that have any of the selected keywords including their children

iii) Find images that have all of the selected keywords

iv) Find images that have all of the selected keywords including their children

4. Select the terms that you wish to search (Click on the folders to view their children).

Conducting a successful search will return a gallery of images.

Find out more:

How do I browse my results?

12.4 Refining Search

Once you have performed a search it is possible to refine it. To refine your search:

1. Click on the Refine Search button on the left.

The search page displays your original search criteria.

2. Amend your search criteria.

3. Click to search again.

12.5 Search History

The Search History is a history of the last twenty searches that the user has conducted that successfully returned results with number 1 being the most recent.

1. Click on the Search History link on the toolbar to view previous searches.

2. Click on the View link of a search to view the search details and results.

Note As the database of images changes the results may vary, if an image has been removed then it will not be returned. Accordingly, if new images which fulfill the search criteria have been added to the database these will be returned.
13 **Browse Images**

There are three ways to browse your images. These are:

1. **Gallery View** - displays a series of thumbnails with captions
2. **Image View** - displays a low resolution image with details
3. **View High Resolutions** - displays high resolution images

Find out more:

[What is the Gallery page?](#)
[What is the Image page?](#)

13.1 **Gallery View**

The **Gallery View** displays the search results in a series of thumbnails with captions. Which captions are viewed on each image is determined by the administrator. **Note** If the caption is too much for the box simply roll over the image to get all the details.

At the top of the page is the search result component. This consists of navigation buttons, the search term used, the number of results and a drop down box which allows you to choose the number of results you wish to view on each page.

On this page you can:

- Select an image by clicking in the select box in the top right of the image box. This places the image into your light box. Either click **Light Box** in the Top Navigation Menu or the **Add images to Light Box** link in the left navigation to view your selections.

- Select all the images in your search result and and place them into your light box by clicking on the **Add All Images To Light Box** in the left margin. **Note** When you click this button you will automatically be taken to your light box.

- View a single image and its detail by clicking on the thumbnail.

Find out more:

[How do I refine my search?](#)
[How do I print my results?](#)
[What can I do in the Image View?](#)
[How can I view my Light Box?](#)
13.2 Image View

The Image View displays the lowest resolution image along with details of the image and job (depending on your access rights). Note What detail attributes are visible is determined by the Administrator.

At the top of the page is the image view component. This consists of navigation buttons, the search term used, and the number of results.

On this page you can:

- Select an image and place it in the light box by clicking on the check box in the top right hand corner of the image box (to remove it from the light box simply click on it again so the tick disappears).
- Navigate between images using the navigation buttons (first, previous, next and last)
- Toggle viewed schemas on and off.
- Edit the attribute details by clicking on the [Edit] button Note This is available depending on your access levels

Use the menu in the left margin to:

- View Higher Resolution Image
- Compare to Next Image
- Compare with Next Three Images
- View Master Image
- Digital Signature
- View Meta Tags
- View Audit Trail
- Delete Image

13.2.1 View Higher Resolutions

Use the View Higher Resolutions window for:

- Viewing up to the largest resolution you are allowed
- Viewing a slide show

To view higher resolutions:

1. Navigate to an image page either from a search result page or a light box page. (The images that will be used are made up of those in your results or light box.)

2. Click on the View Higher Resolutions button in the left menu.

You will be presented with the first image from your gallery. In this page you can:
• Navigate between images. Use the navigation buttons to navigate to the first, previous, next and last image.

• Zoom into the image. Use the zoom in/out buttons. Note How high a resolution you are able to view is dependent upon your access levels.

• Change the duration of each image view. Use the drop down menu to swap between never changing (default), and changing every 5, 15 and 30 seconds.

13.2.2 Compare to Next Image

To compare the present image with the next:

1. Click on the Compare to Next Image in the left navigation bar.

Two new windows open simultaneously with the current and next images.

2. Use the navigation tools at the top to view alternative images or higher/lower resolutions.

3. Use the drop-down menu at the top to determine the duration time for viewing each image (default setting is never changing).

13.2.3 Compare with Next Three Images

To compare the present image with the next three:

1. Click on the Compare to Next Three Images in the left navigation bar.

Four new windows open simultaneously with the current and next images.

2. Use the navigation tools at the top to view alternative images or higher/lower resolutions.

3. Use the drop-down menu at the top to determine the duration time for viewing each image. (Default setting of never changing)

13.2.4 View Master Image

The image imported into the system is called the Master Image. From this all the surrogate images are generated.

To view the Master Image:

1. Navigate to an image page

2. Click View Master Image in the left margin.

This will open the image in popup window.
13.2.5 Digital Signature

When an image is uploaded, it is digitally signed. This allows you to find out if the image has been modified since its upload.

To view the digital signature of an image:

1. Navigate to an Image page.
2. Click View Digital Signature in the left margin.

A popup window will appear with either a green tick indicating the image has not been modified since its initial upload, or a red cross indicating it has.

13.2.6 View Meta Tags

Viewing Meta Tags displays information embedded into an image in various formats ie EXIF, IPTC and vendor specific.

To view the Meta Tags:

1. Navigate to an image page.
2. Click on View Meta Tags in the left margin.

A popup window will appear with a table of meta information.

13.2.7 Audit Trail

The Audit Trail describes actions performed against each image eg editing information about the image, when and who has viewed the image.

To view the Audit Trail of an image:

1. Navigate to the image
2. Click on Audit Trail in the left margin.

A popup window appears with the latest information about the action taken against the image starting from the top.

Note Whether you can view the Audit Trail depends on your level of access

13.2.8 Delete Image

Depending on your access you may be able to 'delete' images from the database. There
are two variations of what deleting can actually do for you. The first marks the image as deleted so it can only be accessed by certain users (people with the correct access level). These images you can restore later. Secondly, you can delete the image and file permanently.

To mark the image as deleted:

1. Navigate to the image page.
2. Click on the **Delete Image** button.

This opens a dialogue box with the question 'Are you sure you want to delete the image?'.

3. Click the **Delete** button. (Do **not** check the check box as this will delete the image permanently!)

This has simply marked the image as deleted so as to reduce the number of users able to view it.

To restore the image

1. Navigate to the image page.
2. Click on the **Restore Image** button.

This opens a popup window with the question 'Are you sure you want to restore the image?'

3. Click on the **Restore** button.

In some cases it may be necessary to delete an image permanently.

To delete the image permanently:

1. Navigate to the image page.
2. Click on the **Delete Image** button.

This opens a dialogue box with the question 'Are you sure you want to delete the image?'. There is also a check box with 'Delete the image permanently'.

3. Click in the check box.
4. Click the **Delete** button.

**Note** Referenced master images are not deleted.

### 13.3 Making a Selection

Making a selection places an image into the **Light Box**. To make a selection simply click on a check box for a tick to appear (to remove the image click on the check box again).
To select an image for the Light Box

1. Navigate to a search results gallery page or an item page.
2. Check the select box at the top right of the image box.
3. To view your selected images either:
   - Click on Light Box in the top navigation.
   - Click on the Add images to Light Box link in the left navigation.

This moves you to the Light Box page

To select all search results for the Light Box

1. Click on the Add All Images to Light Box link in the left navigation bar (only in the gallery page).

This automatically takes you to the Light Box.

14 Light Box

The Light Box is where all your current selected images are displayed in a thumbnail gallery. Click on the Light Box button in the top navigation menu to view.

Use the bar at the top of the gallery to navigate through the pages and the drop down menu to change the number of images to be viewed on each page. On the left margin is a series of buttons from which you are able to perform various operations.

Find out more:

How do I load a previously saved Light Box?
How do I save my Light Box?
How do I download the images in my Light Box?
How do I order the images in my Light Box?
How do I generate surrogate images?
How do I delete images in my Light Box from the system?
How do I clear all images from my current Light Box?
How do I refresh my current Light Box?

14.1 Load

Use the Load facility to view previously saved Light Boxes

Note You can only load and view Light Boxes that you have saved yourself.

To load a previously saved Light Box
1. Navigate to the Light Box page.

2. Click on **Load** in the left margin.

You will be presented with a list of previously saved Light Boxes.

3. Select the Light Box you would like to load by clicking on the **load** link next to its name.

   **Note** It is also possible to delete a Light Box from this page. This will delete your selected Light Box but will not affect the images in the database itself.

### 14.2 Save

Use the **Save** facility to save the currently selected images in the Light Box. If you save a Light Box the user you have logged on as will be the only one able to view it.

**Note** Any images that are present in the Light Box but have been deselected will not be saved. It will also save the images in the order that you placed them in.

**To save a new Light Box:**

1. Navigate to the Light Box page.

2. Click on **Save** in the left margin.

   You will be presented with a text input box where you can name your Light Box.

3. Enter the name you would like to give to your Light Box. **Note** You are able to save over previously saved Light Boxes - you will not be given a warning.

   4. Click on **Save** in the bottom right corner.

### 14.3 Download

You can download into a zip file all images in the current Light Box.

**Note** Please note that having lots of images, or a few large images may overwhelm your system. In respect to this we have put a limit on the size of the file you can download at one time.

**To Download your current Light Box:**

1. Navigate to the Light Box page.

2. Once you are happy with your selections click on the **Download** button in the left margin.

   A window appears with two fields to fill out.

   3. Fill out the fields (they are both required)
4. Check the **Save it to disk** option.

5. Save it to your chosen destination.

**Note** It is necessary to have WinZip installed on your machine to open these saved images. Either visit the [WinZip website](#) or ask your IT department to put it on your computer.

### 14.4 Generate Surrogates

You can generate a number of surrogate images depending on the policies set and your access rights. **Note** These are both set up within the Administration Section.

To produce a set of surrogate images:

1. Navigate to the Light Box

2. Once you are happy with your selections click on the **Generate Surrogates** button in the left margin.

   A popup window appears with all the upload policies you can use.

3. Select your upload policy

   The changes happen in the background so you are able to continue using iBase Manager.Net whilst the surrogates are made.

### 14.5 Delete

Depending on your access you may be able to 'delete' images from the database. There are two variations of what deleting can actually do for you. The first marks the image as deleted so it can only be accessed by certain users (again people with the correct access level). These images you can restore later. Secondly, you can delete the image/s and file/s permanently.

To mark the images as deleted:

1. Navigate to the Light Box page.

2. Once you are happy with your selection click on the **Delete** button. (You can deselect images to delete by clicking on their check boxes.)

   This opens a dialogue box with the question 'Are you sure you want to delete the image?'.

3. Click the **Delete** button. (Do not check the check box as this will delete the image permanently!)

   This has simply marked the image as deleted so as to reduce the number of users able to view it.
To restore the image

1. Navigate to the appropriate image page.

2. Click on the Restore Image button.

This opens a popup window with the question 'Are you sure you want to restore the image?'

3. Click on the Restore button.

In some cases it may be necessary to delete images permanently.

To delete images permanently:

1. Navigate to the Light Box page.

2. Once you are happy with the selection click on the Delete Image button. (You can deselect images to delete by clicking on their check boxes.)

This opens a dialogue box with the question 'Are you sure you want to delete the image?'. There is also a check box with 'Delete the image permanently'.

2. Click in the check box.

3. Click the Delete button.

Note Referenced master images are not deleted.

14.6 Deleting Light Boxes

To reduce the accumulation of Light Boxes stored on your system you may want to delete ones that have been previously saved.

To Delete previously saved Light Boxes:

1. Navigate to the Light Box page.

2. Click on Load in the left margin.

You will be presented with a list of previously saved Light Boxes.

3. Select the Light Box you would like to load by clicking on the Delete link next to its name. Note This will delete your selected Light Box but will not affect the images in the database itself.

14.7 Clear

Use the Clear button to remove all selections from the current Light Box.
1. Navigate to your Light Box.

2. Click on the Clear button in the left hand margin.

The page will refresh with no images in the Light Box. **Note** You must then save it to reflect the changes made.

### 14.8 Refresh

Use the Refresh button to refresh the current Light Box page. Use this if you are deselecting images in your current Light Box.

1. Navigate to your Light Box.

2. Deselect an image by clicking in its check box.

3. Click Refresh.

You will see your previously selected images in your Light Box minus those you deselected.

### 15 Ordering Images

Once you have selected an image or multiple images you may wish to order them from the order fulfillment officer.

Find out more:

- [How can I order some images?](#)
- [How do I view my orders?](#)

#### 15.1 Order

Use this facility to email your requests to the order fulfillment officer.

1. Go to the Light Box page.

2. Once you are happy with your selections click on the Order button in the left hand margin.

You will see a new page with text input boxes.

3. Fill in your details (all the boxes marked with an * have to be filled in before the order is sent).

4. Click on the Continue button in the bottom right corner.

**Note** It is possible to view your orders and their details by clicking on the View Your Orders button in the top navigation menu.
15.2 View Your Orders

Keep track of them by using the View Your Orders facility.

To View Your Orders:

1. Click on the View Your Orders button in the top navigation menu.

   A page appears with all the orders you have placed and some of their details.

2. For further details click on the [View] button.

3. To view all images within the order click on Open in Light Box in the left margin.

   Note You must be in the order details page for the Open in Light Box button.

16 Printing

Use this facility to print out your search results, your Light Box or your images.

Note To view your printable documents you require Adobe Acrobat Reader installed on your computer. Download it.

Find out more:

- How do I print images?
- How do I print jobs?
- How do I create a print template?

16.1 Printing Images

To print an image / image gallery:

1. Navigate to either the gallery or image page.

2. Click Print in the left margin.

   A popup window appears with a choice of print templates. Note It is possible to create a new print template.

3. Select the template of your choice

4. Select download pdf

   The image/s are displayed in an Acrobat Reader window

5. Use the toolbar to save/print etc

   Note Once you have saved the .pdf you can open and edit it in a desktop publishing program.
16.2 Printing Jobs

To print a job:

1. Search jobs.

The resulting screen will have a list of jobs.

2. Click **Print** in the left margin.

A popup window appears with a choice of print templates. **Note** It is possible to create a new print template.

3. Select the template of your choice

The list is displayed in an Acrobat Reader window

4. Use the toolbar to save/print etc

16.3 Creating A Print Template

To create a Print Template

1. Navigate to a printable page (eg gallery view, image view, list of jobs etc).

2. Click on **Print** in the left margin.

A popup window appears.

3. Click on the **Create Print Template** in the left margin. **Note** You must have the required access level.

4. Use the drop down menus and text edit boxes to set up a new template.

5. Click **Create**.

Things to note:

- All fields with a * are mandatory.

- There are four basic layouts:
  1. Data Form
  2. Data Sheet
  3. Gallery
  4. Single Image with Data

- **Automatic Orientation** - Use this to determine whether the images are orientated the correct way when exported.

- **Preferred Resolution** - Use the Highest Resolution option to let the software export the image resolution highest in relation to your access rights. Alternatively choose which
resolution you would like. Note If the resolution is too high for your access levels the images will be made of your highest allowed.

- You can choose the page dimensions that the pdf will be printed out at.
- You can choose which attributes are to be printed from the attributes you are allowed to view at your level.

  1. Click on the attribute/s you wish to have printed and they appear to the right. (Click again and the attribute is removed.)

  2. Click on the Add All button to add every attribute.

  3. To remove an attribute select one to the right (it becomes highlighted) and click on the Remove button.

  4. To remove all attributes from your selected list click on the Clear button.

  5. You are able to control the order in which the attributes are printed by clicking on the Move Up and Move Down buttons.
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