

Xtendable® Server Photo Gallery Module Management Guide

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Xtendable® Server Photo Gallery Module Management Guide

About the Photo Gallery Module

The Photo Gallery module allows you to post and organize photos on your site. With the Photo Gallery, you can organize your photos into categories, upload multiple photos at one time, and choose which users should be able to view each group of photos.

In this guide, we'll give you the information you need, as a site administrator, to get started adding new photos and managing images with the Photo Gallery module. The topics included in this guide are:

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GETTING STARTED

You must be an authorized site administrator to access the Photo Gallery module. If you are not an authorized site administrator and need to add or maintain photos on your site, you will need to have an administrator account created for you. Contact your system administrator or email Army FRG support at support@armyfrg.org.

Logging Into the System

- To get started, go your Web site and press the **Login** button. (The appearance and location of the Login button depends on your site's unique design.)



- Enter your *Username* and *Password* and press the **Login** button.

[Login](#) | [Register](#) | [Forgotten Your Password?](#)

Login

Please enter your username and password here to gain access to this site.

Login

* Username

* Password

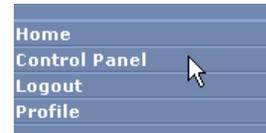
[Forgot your password?](#)

[Register for this site.](#)

- Once you have logged in, you will see some changes on the screen. You will see small pencil or “editing” icons () scattered throughout the site. By clicking the editing icons,

you can directly access forms to update the content on your site.

- You will also see a link to access the Control Panel. (The appearance and location of the Control Panel link depends on your site's unique design.) Find and click the *Control Panel* link for your site.



Using the Control Panel

The Control Panel is your link to managing the content on your site. From the Control Panel, you can easily access tools to review, manage, or add new content. The main navigation screen of the Control Panel is called the **index**. From the Control Panel index, you can click on a module name to access that module's management tools.

- To access the Photo Gallery management tools, click the *Photo Gallery* link.

Management Index

Management Index

Please select a recently used module to manage from the list below, or view the list of all modules to manage to the right.

Administration Modules  	
Access Log	Page Tools
Audit Trail	Profile
Global User Management	Project
Hierarchy	Registration
Keywords	Styles
Login	System Diagnostics
Modules	User
Navigation	

Content Modules  	
Announcements	Links
Discussion	News
Download Center	Page Builder
FAQ	Photo Gallery 
Forum	Search
Glossary	Site Statistics
Guestbook	

PHOTO GALLERY MANAGEMENT INDEX

The Photo Gallery Management Index shows you a list of the current photos on your site. Like other Xtendable Server content, your site photos are organized using a category system.

The Photo Gallery Management Index is the page from which you can access all of the Photo Gallery module's functionality. Some options described in this manual may not be available to you due to your access level. If you have questions about your access level, please contact your system administrator.

To view any of the photos within a category, click the category name. You will see a list of the items within that category.



- The status of each photo is indicated in the Status column. The legend at the top of the Photo Gallery Management index page indicates what the colored circles mean. A photo must be released and published to be visible to the public. If authorized, you can change the status of a photo when adding or editing it.

● Released / Published ● Released / Not Published ● Not Released / Not Published

- To edit a category or subcategory, click the category or subcategory. Then, press the editing (✎) icon to see editing options for the category.

MANAGING PHOTO GALLERY CATEGORIES

You can organize your photos into logical groupings using Photo Gallery categories and subcategories.

- The **Featured** category contains items that appear on the module user index page and are displayed more prominently to visitors.
- The **Uncategorized** category can be used as temporary storage for content that you have created, but have not yet been assigned to a category.
- The **Discarded** category contains categories and content that have been discarded. Deleting them from here will remove them permanently from the system.
- To view nested subcategories, press the expand icon (+) next to the category name. To hide subcategories, press the collapse icon (-) next to the category name.



Adding Top-Level Photo Gallery Categories

- To create a new top-level Photo Gallery category, click the Photo Gallery Categories title. Then, click the editing icon

(✎) to see your editing options. Choose the *Add Top Level Category* option.

Page Builder

Use this page to create or edit categories and pages.

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- Enter the *Category Status*. Released categories will be published directly to your site. Featured categories are displayed more prominently to your users.
- Choose the *View Permissions* or user access levels will be able to view the content within the category. Select “All” to make the category content visible to all site visitors. Select “None” to hide the category content from all visitors. Select “Specific” to restrict the category content to users with specific access levels and choose which users should be able to view the content.

Photo Gallery Management | Configure Module

[View Content Statistics](#)

Add Category

Please enter category information into the form below.

Category Information

* Category Name

* Category Description

Category Status

Released? Yes No

Featured? Yes No

Discussion Options

Discussion Enabled? Yes No

Discussion Moderated? Yes No

View Permissions

Content Viewable By All None Specific

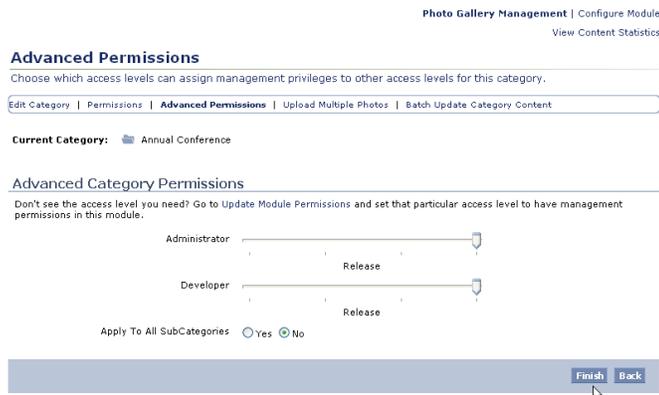
- If desired, press **Spell Check** to check your entries.
- Press **Save and Next** to move onto the next step.
- Specify the *Category Permissions* for each access level using the sliders. The options are None, Edit, Approve, or Release. Users with “None” permission cannot modify a category. Users with “Edit” permissions can modify a category's

settings or the content inside of it, but must have their changes reviewed before they are released to the public site. Users with “Approve” permission have review authority and can approve categories or the content inside of them, but cannot release them to the public site. Users with “Release” permission can make the category or its content viewable by the public on the site.

- Press **Save and Next** to move onto the next step.



- Next, specify advanced permissions for the category. You can choose to apply the permissions for each category to all subcategories, if desired.



- Press **Finish** to add your top-level category. Your new category will be added to the category tree on the Photo Gallery Management Index.



Adding Photo Gallery Subcategories

- To add new subcategories for a category, select the category and select the Add Subcategory option.

Photo Gallery Management

Use this page to create or edit categories and photos, and mo

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- Add details for the subcategory. The process is similar to the process to adding a category. For more information, see [Adding Top-Level Photo Gallery Categories](#).
- If the Advanced Permissions for the top-level category were set to apply to all subcategories, the subcategory will inherit the parent category’s permissions.
- The new subcategory will be added underneath its parent category in the category tree on the Photo Gallery Management Index.

Photo Gallery Management

Use this page to create or edit categories an

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ADDING NEW PHOTOS

New photos are added as content items to the Photo Gallery categories for your site. For more information on managing Photo Gallery categories, see [Managing Photo Gallery Categories](#).

This section discusses how to add individual photos to the system. If you would like to upload multiple photos, see [Uploading Multiple Photos](#).

- Click the category or subcategory where you want to add the new photo.
- Then, press the Edit () tool and select the *Add Photo* option.

Photo Gallery Management

Use this page to create or edit categories and photos, and modify their content and attributes. Click on a category to begin.

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Entering Photo Details

- Enter the requested information for the photo in the Add Photo screen. Asterisked fields are required. For the *Choose Photo* field, use the **Browse** button to locate photo you would like to upload from your computer.
- Identify the *Photo Name* and provide a *Photo Description*. Then, enter the *Source* (the photographer or agency that provided the photo) and the *Date of Photo*. You can press the **Calendar** button to select a date from an online calendar, if desired.
- If desired, indicate which *Image Rotation* option you want to use for the photo. An image rotation applied to the photo will affect how visitors to your site will see the photo.
- For the *Status* for the photo, choose “Not Approved,” “Approved, But Not Released,” or “Released.” A photo must be approved before it can be released. You may only approve a photo if you have the appropriate user access level.
- For the *View* options, choose which users should be able to view the image. Specify whether you want All (if you want all users to be able to view the photo), None (to hide the photo from all users), or Specific (to choose which user access levels should be able to view the photo).
- Press the **Save and Next** button once you’ve added the photo details to move to the next step.

Photo Gallery Management | Configure Module

[View Content Statistics](#)

Add Photo

This page allows you to add a new photo, including its status and viewing permissions..

Current Category: New Family Orientations

General Information

* Choose Photo

* Photo Name

* Photo Description

Source

Date of Photo

Image Rotation Leave Image Alone
 Rotate Clockwise
 Rotate 180 Degrees
 Rotate Counter-clockwise
 Reset Original Rotation

View State

Status Not Approved
 Approved, But Not Released
 Released

View All None Specific

Adding Keywords

The system uses keywords when users perform site searches to find information.

Photo Gallery Management | Configure Module

[View Content Statistics](#)

Keywords

This page relates to the ideas surrounding the concepts and dealing with the issues exposed by Update Keywords.

[Update Photo](#) | [Keywords](#) | [Related Items](#)

Current Category: New Family Orientations
Current Photo: Families Introduce Themselves

Current Keywords

* Keywords

Suggested Keywords

Words in this Photo	Words also found in other Photos
<input type="checkbox"/> Introduce (2)	
<input checked="" type="checkbox"/> Families (2)	
<input type="checkbox"/> Themselves (2)	

Select All | Select None

- Add keywords for the photo. A comma must separate each keyword or term.

- The system also suggests keywords, based on the information you entered for this photo. To add a suggested keyword, click the checkbox in front of it.
- Press the **Save and Next** button to add the selected keywords to your photo.

Adding Related Items

By adding related items, you can associate your photos with other content on your site. For example, you might want to associate a photo gallery item with a related news article. This step is optional.

- If you want to add related items to the photo, select the type of content you want to add and indicate whether it is a new or existing piece of content.
- Press **Add** and select the item you would like to add. A wizard will guide you through the process.



- Press **Finish** to add the related items to the photo and add the photo to the system. The new photo will be added to the selected category.



UPLOADING MULTIPLE PHOTOS

With the Photo Gallery Multiple Upload tool, you can save time by adding several photos at once. To use the Multiple Upload tool, you will need to add the group of photos to a compressed .zip file and upload the .zip file to your site. The system gives each photo a title with the same name as each .jpg file. If desired,

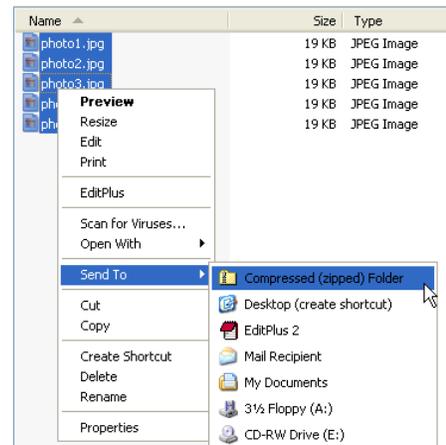
you can change the name of each uploaded photo later using the Photo Gallery Batch Update tool. See [Batch Updating Photos](#) for more information.

This section discusses how to upload multiple photos to the system. If you would like to add an individual photo to your site, see [Adding New Photos](#).

Creating a Compressed .ZIP File

All photos must be in the same directory within the .zip file and they must have the file extension “.jpg”. It is recommended that you upload fewer than 50 photos at one time. If you experience any errors, try uploading your photos in smaller batches.

- First, add your selected photos to a .zip archive. If you are a Windows XP user, you can use the built-in .zip compression tool. For more information, consult Windows Help.
- In addition to the built-in XP compression tool, there are many other zip/unzip utilities available for your PC.



Uploading the Photos

- Click the category or subcategory name where you want to add the new group of photos.
- Press the Edit () tool and select the *Upload Multiple Photos* option.

Photo Gallery Management

Use this page to create or edit categories and photos, and modify their content and attributes. Click on a category to begin.

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- Press the **Browse** button to locate the .zip file that contains the photos you want to upload.
- Press the **Upload Photos** button.

Photo Gallery Management | Configure Module
View Content Statistics

Upload Multiple Photos

By uploading a .zip file, you can quickly add a number of photos into the current category. The photos will be named the same as the name of the .jpg. Some notes: The photos must not be in any subdirectories, they must have an extension of .jpg, and it is not recommended that you upload more than 50 at one time. If you experience any errors, try uploading in smaller batches.

Edit Category | Permissions | Advanced Permissions | **Upload Multiple Photos** | Batch Update Category Content

Pick a .Zip File to Import

File Path:

- The system will confirm that your photos have been uploaded. Press the *Photo Gallery Management* link to return to the Photo Gallery Management Index.

Photo Gallery Management | Configure Module
View Content Statistics

Upload Multiple Photos

By uploading a .zip file, you can quickly add a number of photos into the current category. The photos will be named the same as the name of the .jpg. Some notes: The photos must not be in any subdirectories, they must have an extension of .jpg, and it is not recommended that you upload more than 50 at one time. If you experience any errors, try uploading in smaller batches.

5 photos have been uploaded.

Edit Category | Permissions | Advanced Permissions | **Upload Multiple Photos** | Batch Update Category Content

Pick a .Zip File to Import

File Path:

- You will see your uploaded photos in the selected category. To quickly change the titles or descriptions for the uploaded photos, see [Batch Updating Photos](#).

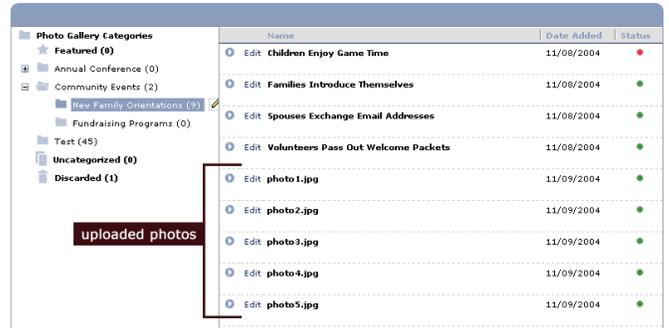
Photo Gallery Management | Configure Module

View Content Statistics

Photo Gallery Management

Use this page to create or edit categories and photos, and modify their content and attributes. Click on a category to begin.

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EDITING OR DELETING INDIVIDUAL PHOTOS

Once you have added a photo to the system, you can update the photo's title, description, orientation or other details.

This section describes how to update individual photos. If you would like to update a group of photos at once, see [Batch Updating Photos](#).

- Click the category or subcategory where the photo is stored.
- Press the *Edit* link next to the photo's listing in the Photo Gallery Management index.

Photo Gallery Management | Configure Module

View Content Statistics

Photo Gallery

Use this page to create or edit categories and photos, and modify their content and attributes. Click on a category to begin.

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- Change the content or options for the photo. Press **Save** to save any changes or **Cancel** to ignore your changes.

Update Photo

This page allows you to update photo information. You may also update photo status and change the viewing permissions for certain access levels.

Update Photo | Keywords | Related Items

Current Category: Community Events
Current Photo: Community Fun Run

General Information

Current Photo:

Choose Photo:

* Photo Name:

* Photo Description:

Source:

Date of Photo:

Image Rotation: Leave Image Alone
 Rotate Clockwise
 Rotate 180 Degrees
 Rotate Counter-clockwise
 Reset Original Rotation

View State

Status: Not Approved
 Approved, But Not Released
 Released

View: All None Specific

- If you want to remove the photo from your site, press the **Discard** button. The system will move discarded photo to the *Discarded* category of the Photo Gallery Management Index.

BATCH UPDATING PHOTOS

The module's Batch Update tool allows you to quickly change the title or description of all the photos in a selected category or subcategory.

This section describes how to update a group of photos. If you need to edit an individual photo, see [Editing or Deleting Individual Photos](#).

- Click the category or subcategory where the photos are stored.
- Press the Edit () tool and select the *Batch Update Photos* option.

Photo Gallery Management

Use this page to create or edit categories and photos, and modify their content and attributes. Click on a category to begin.

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Photo Gallery Categories

- Featured (0)
- Annual Conference (0)
- Community Events (2)
- Test (45)
- Uncategorized (0)
- Discarded (1)

Name	Date Added	Status
Edit: Holiday Party	11/08/2004	●
Edit: Community Fun Run	11/08/2004	●

- Change the *Name* or *Description* for each of the photos within the category. In the following example, we changed the title of the first image from “Holiday Party” to “4th of July Fireworks.”

Batch Update Category Content

Update all of the photos in this category at one time.

Edit Category | Permissions | Advanced Permissions | Upload Multiple Photos | **Batch Update Category Content**

Batch Edit

Viewing 1-2 of 2 Photos

Name	Description
* 4th of July Fireworks	* Fireworks
* Community Fun Run	* Runners at .5 mile mark.

- Press the **Update Photos** button to apply your changes.
- Press the *Photo Gallery Management* link at the top of the page to return to the Photo Gallery Management Index page.

Photo Gallery Management

Use this page to create or edit categories and photos, and modify their content and attributes. Click on a category to begin.

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Photo Gallery Categories

- Featured (0)
- Annual Conference (0)
- Community Events (2)
- Test (45)
- Uncategorized (0)
- Discarded (1)

Name	Date Added	Status
Edit: 4th of July Fireworks	11/08/2004	●
Edit: Community Fun Run	11/08/2004	●

ORGANIZING PHOTOS

Once you have added a photo to the system, you can move it to a new category or create a “shortcut” to it from another category. Shortcuts allow your visitors to view photos under multiple category headings.

- Go to the Photo Management Index and select the current category for the item.

Photo Gallery Management

Use this page to create or edit categories and photos, and modify their content and attributes. Click on a category to begin.

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Photo Gallery Categories	Name	Date Added	Status
★ Featured (0)	Edit Children Enjoy Game Time	11/08/2004	●
Annual Conference (0)	Edit Spouses Exchange Email Addresses	11/08/2004	●
Community Events (2)	Edit Volunteers Pass Out Welcome Packets	11/08/2004	●
New Family Orientations (4)	Edit Families Introduce Themselves	11/08/2004	●
Fundraising Programs (0)			
Text (45)			
Uncategorized (0)			
Discarded (1)			

- Click on the photo that you want to add to another category, and, while holding the mouse down, drag it over the new category's name. You will see the following dialog:



- Press the **OK** button to add a shortcut to the item in the new category. Users will now see the photo under both categories on your site.
- Moving the photo to a new category removes it from the first category and places it in the new location only.

REORDERING PHOTOS

Reordering photos changes the order in which they display on your site.

- Select a category and press the edit tool to next to the photo category name. All of the photos currently in that category will display.
- Select the *Reorder Photos* option.

Photo Gallery Management

Use this page to create or edit categories and photos, and modify their content and attributes. Click on a category to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Photo Gallery Categories	Name	Date Added	Status
★ Featured (0)	Edit Children Enjoy Game Time	11/08/2004	●
Annual Conference (0)	Edit Spouses Exchange Email Addresses	11/08/2004	●
Community Events (2)	Edit Families Introduce Themselves	11/08/2004	●
New Family Orientations (4)	Edit Volunteers Pass Out Welcome Packets	11/08/2004	●
Fundraising Programs (0)			
Text (45)			
Uncategorized (0)			
Discarded (1)			

- Click on each photo that you want to move and, while holding the mouse down, drag it to the desired position in the list.

Reorder Photos

Use this page to reorder the appearance of photos in this category. Click a column header to reorder photos in ascending or descending order. You may also drag and drop photos to manually place them in a desired location.

Name	Date Added	Status
Children Enjoy Game Time	11/08/2004 14:48	●
Spouses Exchange Email Addresses	11/08/2004 14:49	●
Volunteers Pass Out Welcome Packets	11/08/2004 16:45	●
Families Introduce Themselves	11/08/2004 14:58	●

- Once you have reordered the listed photos in the desired order, press the **Save Changes** button. The photos will now display on your site in the new order.
- If you decide you want to leave the photos in the order they were previously in, press the **Revert** button.

FOR ADDITIONAL ASSISTANCE

If you have any additional questions that this guide did not answer, contact the Army FRG Technical Support Team at (858) 272-8505 or support@armyfrg.org.

Please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.