



# **SUPPORT**

**(a step by step how-to)**

## **HOW DO I CREATE A LIGHTBOX?**

From *Administration Area* click the red **Create New Lightbox** button  
From *Lightbox Settings* page insert information  
Click the **Save Changes** button  
System takes you to an empty lightbox

*Your Lightbox is now created*

## **HOW DO I CREATE A FOLDER**

From *Lightbox* click **Add Folder**  
Name folder, then click **Add Lightbox Folder** button  
An empty folder now appears on the lightbox

*Your Folder is now created*

## **HOW DO I INSERT LOCATIONS INTO MY LIGHTBOX FOLDER**

Location images can be inserted into a lightbox folder by upload or by searching your existing database (if database subscriber)

### UPLOADING INDIVIDUAL LOCATIONS

Select desired folder on your lightbox

Click **Upload To...** button

Click the **Browse** button on the pop-up

Select the specific location file to upload

Click the Upload button

After the Location Upload complete, click **Return to Lightbox**

*Images are now uploaded, in the folder on your lightbox. Location information can now be added.*

### UPLOADING BATCH LOCATIONS

Select desired folder on your lightbox

Click **Upload To** button

Click **Browse** button

Select desired individual groups of files to upload

Click **Upload** button

Click **Process Images** button

*The batch location upload is now complete*

### SEARCHING DATABASE FOR IMAGES

Select desired folder on your lightbox

Click **Search** button

Fill out necessary search information and click **Select a Category** button

Click **Find Locations** button

Select locations by:

To insert all images, click the red **+** button

To select specific images, select **Location Images** from drop down menu photo, then and select the individual images from the display

Click **Return to Lightbox** button

*Images are now added from the database and will appear in the folder on your lightbox*

## **HOW DO I ADD NOTES TO THE IMAGES ON MY LIGHTBOX**

Notes to can added to an image from the lightbox or the administration back end.

From the lightbox or admin, click the image to attach a note to.  
Image will appear in larger view  
Insert notes in note box at bottom left of image page  
Click **Update Image Notes** button

*A note is now added to the specific image.*

## **HOW DO I REMOVE IMAGES FROM MY LIGHTBOX**

Users can delete an entire location or individual images from a lightbox

### DELETING AN ENTIRE LOCATION

From the admin lightbox page, click the red (-) button on the lower corner of the location hero.

*Location is now removed from lightbox*

### DELETING INDIVIDUAL IMAGES

From the admin lightbox page, click the remove button which is displayed on the bottom right hand of the location image.

*Image is now removed from lightbox*

## **HOW DO I PRINT MY LOCATIONS WITH THE PRINT SHOP**

From the lightbox, click the **Print Lightbox** button  
Click **Create new Print Job** button  
Click the **Add All** button to print all of pictures inside a specific folder  
(or)  
Click the Folder, and then select the individual images to print  
Click the **Continue** button at the bottom of the page  
Select the Layout and Information to be printed  
Click the **Generate PDF** button

*Print job is now being generated as a PDF to be printed*

## **HOW DO I USE THE SCREENING ROOM**

From your lightbox, click the **Screening Room** button

Click **Create New Screening Room** button

Select a username and password

Click the **Select All** button to insert all of the pictures inside the screening room

(or)

Click the Folder, and then select the individual images to insert inside the screening room

Click the **Save Changes** button at the bottom of the page

*Screening Room has now been created*

## **HOW DO I DOWNLOAD LOCATIONS**

From your Lightbox click the **Download This Location** button

Save the zip file to your desktop

*Your location is now downloaded*

## **HOW DO I ACCESS A MAP TO A LOCATION**

From your lightbox, select a specific location

Click the **Map to This Location** button

(or)

Click the **Location Information** button

Then click the **View Map** button on the Map Link

*You're map is now accessed*

*(Note: maps are connected to the location information. If the location information does not include a correct zip code, map will not be created).*

## **HOW DO I VIEW MY LIGHTBOX**

Lightboxes can be viewed from the front client page or from the back administration page

### **TO VIEW FROM THE CLIENT FRONT PAGE**

From the Location Network front page, log in with your username and password

Click the **Enter** button

*You are now logged in to the lightbox*

### **TO VIEW FROM THE ADMINISTRATION PAGE**

From the Location Network front page, log into the administration area with your username and password.

Click the **View Jobs/Lightboxes** button

Insert the name of the lightbox in the text field

(or)

Use the search function to find it

Click the **Search** button

Click the **Folders** button

*You are now viewing the lightbox from the admin area*

## **HOW DO I SEND MY LIGHTBOX TO ANOTHER PARTY**

From your lightbox, click **Send Lightbox** button

Insert the name and email of recipient

Click the **Add Email** button

Click the **Send** button

*The lightbox has now been sent*

## **HOW DO I CREATE A NOTE ON MY LIGHTBOX**

Notes can be added to individual images or the entire location

### **TO ADD A NOTE TO AN ENTIRE LOCATION**

From the open folder, click the **Create Note** button

Write note in pop up field

Click **Save Note** button

*The note icon now appears on the location hero image*

### **TO ADD A NOTE TO AN INDIVIDUAL IMAGE**

Click the individual picture, enlarging image

From large view of image, insert notes in note box at bottom of page

Click the **Update Image Notes** button

*The note icon now appears on the individual image*

## **HOW DO VIEW MY LOCATIONS WITH THE SLIDE SHOW**

From the open lightbox click the **Slide Show** button

*Your lightbox is now running on the slide show*

## **HOW DO I ADD/EDIT PERMIT INFORMATION TO IMAGES**

From the Admin area, click the **View Locations** button

Enter location name in search field and click the **Search** button

From the location hero, select **Location Information** in the dropdown

Click the **Select a Permit Area** button

Select a permit from the Permit Area Search page

Click the **Save Location Information** button

*Permit information is now attached/edited to the location*

## **HOW DO I SEARCH FOR A LOCATION IN THE DATABASE**

From the admin area, click the **View Locations** button

Enter the desired information in the search fields

Click the **Search** button

*Search now complete*

## **HOW DO I ADD PERMIT INFORMATION**

From the admin area, click the **Permits** button  
In the permits area page, click the **Create New Permit Area** button  
In the specific permit area page, fill out the necessary information  
Click **Update Permit Area** button

*Permit information now added*

## **HOW DO I EDIT PERMIT INFORMATION**

From the admin area, click the **Permits** button  
In the permits area page, select specific area or search area via text box  
In the specific permit area page, edit necessary information  
Click **Update Permit Area** button

*Permit information now changed*

## **HOW DO I ADD A ZIP CODE TO THE STUDIO ZONE**

From the admin area, click the **Studio Zone** button  
From the Studio Zone page, write the zip code into the zip code box  
Click the **Add** button

*Zip code now added to the studio zone*

## **HOW DO I DELETE A ZIP CODE FROM THE STUDIO ZONE**

From the admin area, click the **Studio Zone** button  
From the Studio Zone page, scroll the list to find the desired zip code  
Click the **Delete** button

*Zip code now deleted from the studio zone*

## **HOW DO I EDIT/ADD GROUP PERMISSION SETTINGS**

From the admin area, click the **Group Permissions Settings** button  
From the Group Permissions page select the group from the Select Group drop-down menu  
Click the specific box to grant/remove permissions

*Permission settings now edited/added*

## **HOW DO I EDIT/CHANGE CLIENT INFORMATION**

From the admin area, click the **View Clients** button  
From the clients admin area, select the specific client  
From the edit client page change information  
Click **Edit Client** button

*Client information now edited*

## **HOW DO I DELETE CLIENT FROM SYSTEM**

From the admin area, click the **View Clients** button  
From the clients admin area, select the specific client  
Click the **Delete Client** button

*Client User now deleted*