

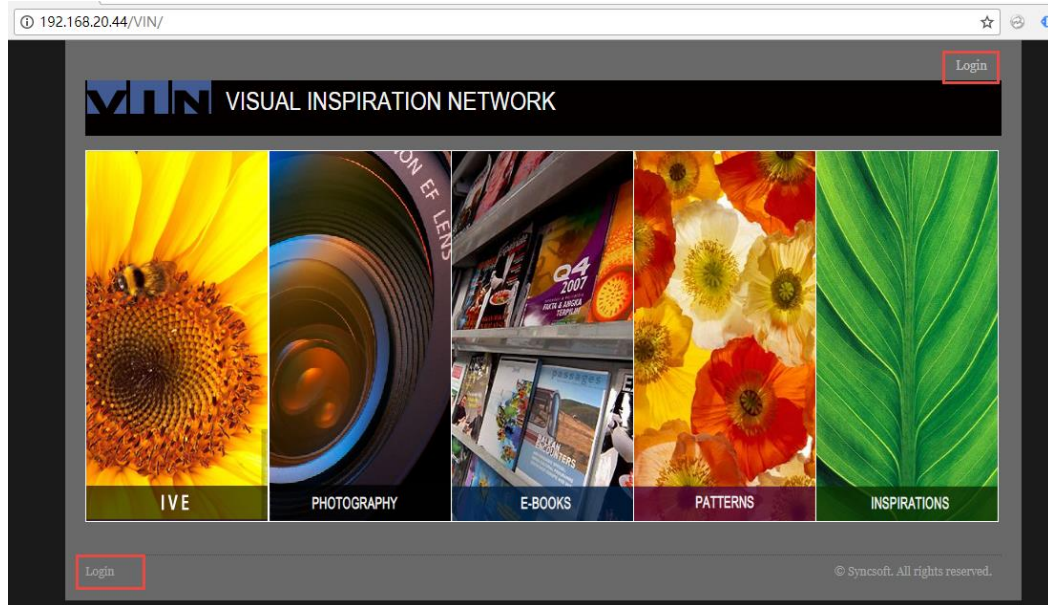
USER MANUAL OF IVE

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■ How to Login

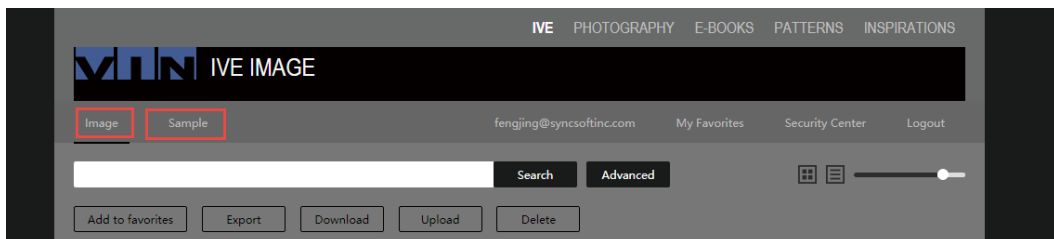
1. Click below URL to open live website of VIN.
URL: <http://192.168.20.50/VIN/>
2. Click **Login** to open login pop up window.
3. Enter your **EEC username and password** to login.




4. Click **IVE** block.



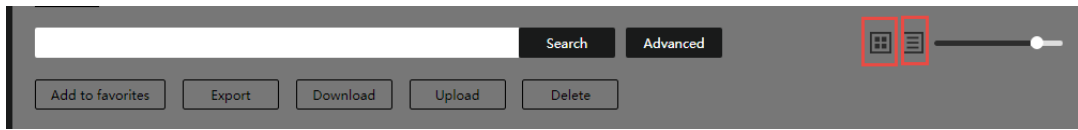
5. You will see IVE module have 2 menus: Image and Sample.



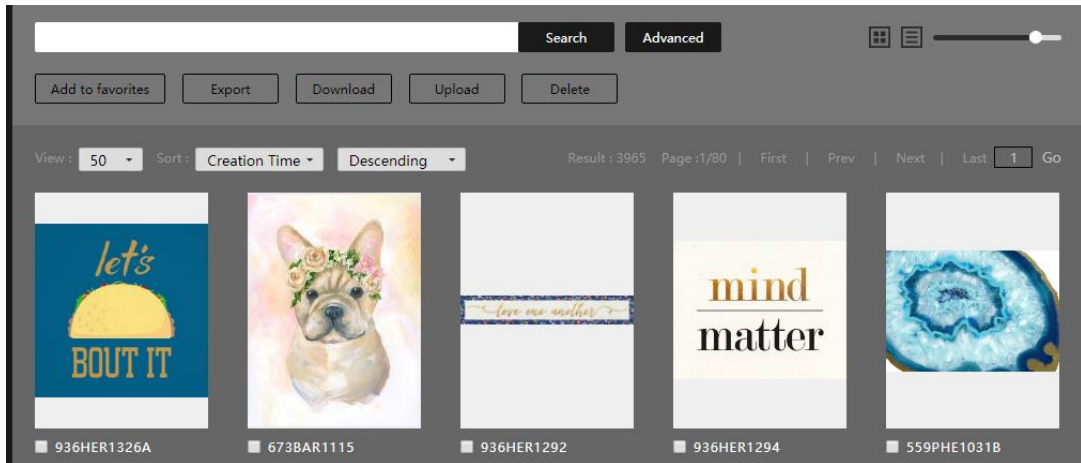
■ How to switch thumbnail view and list view.

Click  to make the picture list shown by thumbnail view.

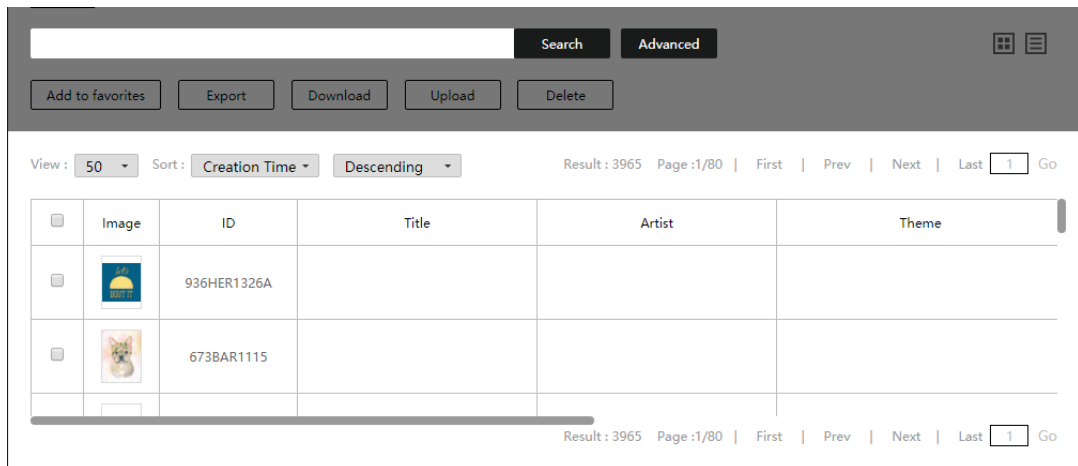
Click  to make the picture list shown by list view.




Thumbnail View:

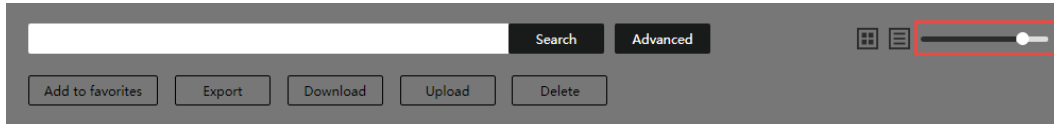


List View:



■ How to zoom in/zoom out picture list

When under thumbnail view, you can slide  to make thumbnails show bigger or smaller.

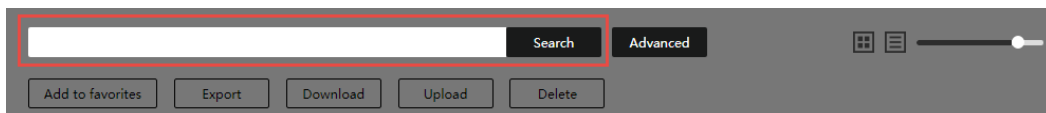


■ How to search

There are 2 types of search: Quick Search and Advanced Search.

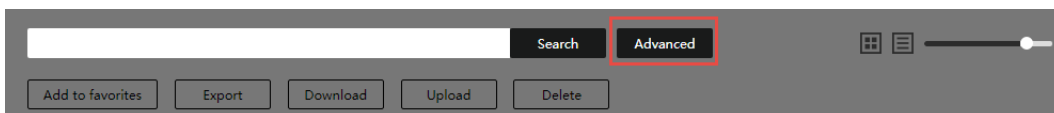
1. Quick Search

Type in any words you want to search in the search box, then click **Search** button, you will see the search results.

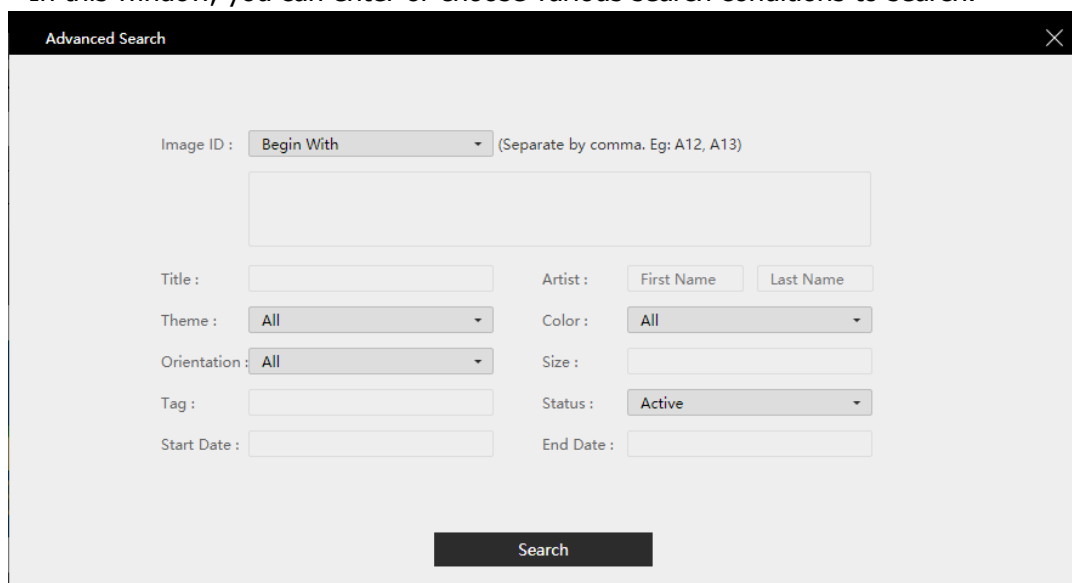


2. Advanced Search

If you don't get search results by quick search, click **Advanced** button to open Advanced search pop up window.

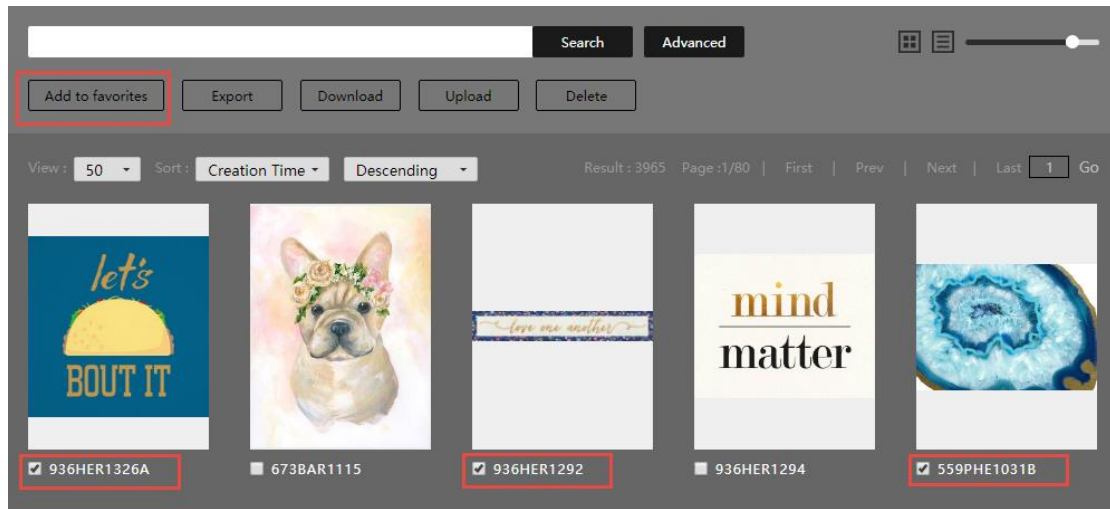


In this window, you can enter or choose various search conditions to search.

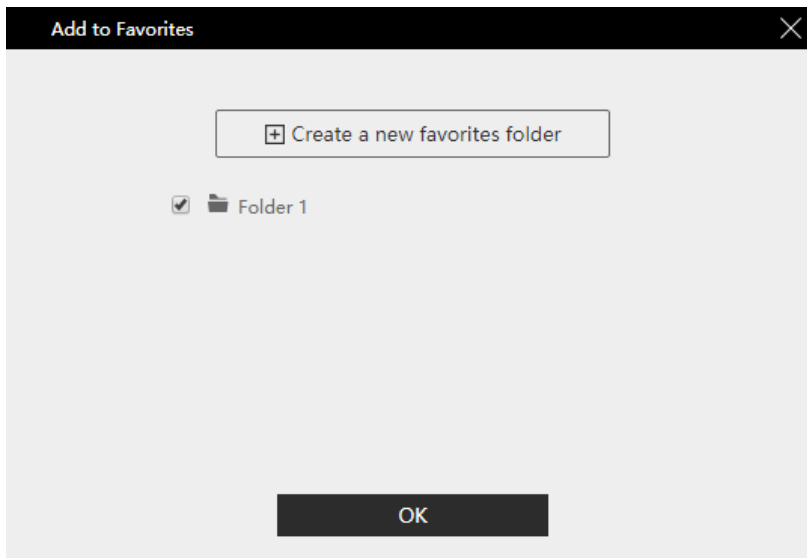
A screenshot of the 'Advanced Search' pop-up window. The window has a title bar with 'Advanced Search' and a close button. The main area contains several search filters: 'Image ID' with a dropdown menu set to 'Begin With' and a text input field; 'Title' with a text input field; 'Artist' with 'First Name' and 'Last Name' text input fields; 'Theme' with a dropdown menu set to 'All'; 'Color' with a dropdown menu set to 'All'; 'Orientation' with a dropdown menu set to 'All'; 'Size' with a text input field; 'Tag' with a text input field; 'Status' with a dropdown menu set to 'Active'; 'Start Date' and 'End Date' with text input fields. A 'Search' button is located at the bottom center of the window.

■ How to add a picture to favorites folder

1. Select the pictures that you want to add, then click **Add to favorites** button.



2. In Add to Favorites pop up window, select one or multiple existing folders that you want to add the pictures, or create a new folder by clicking **Create a new favorites folder** button.

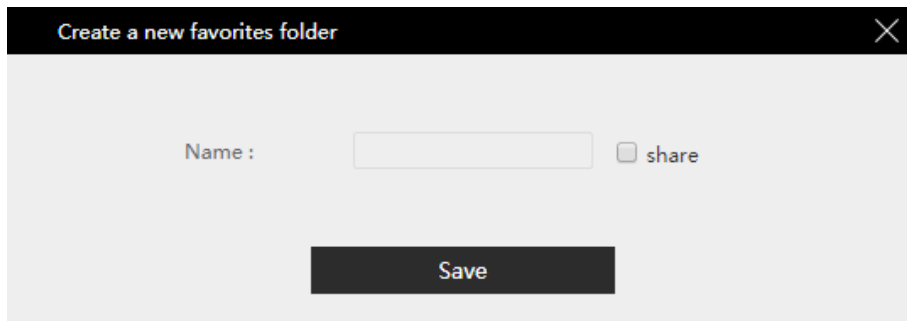


3. Click **OK** button to add selected picture(s) to selected favorites folder(s).

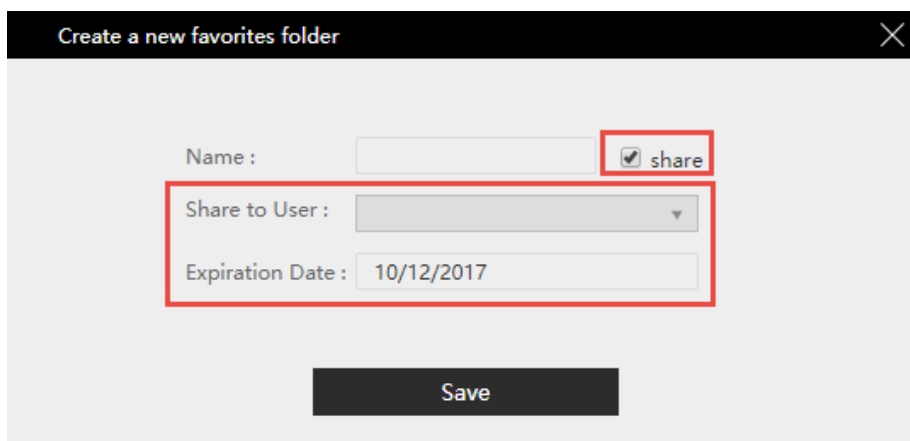
■ How to create a new favorite folder.

1. Click **Create a new favorites folder** button, you will see the Create a new pop up window.

Please note: you can find Create a new favorites folder button in Add to favorites pop up window or on My Favorites page.



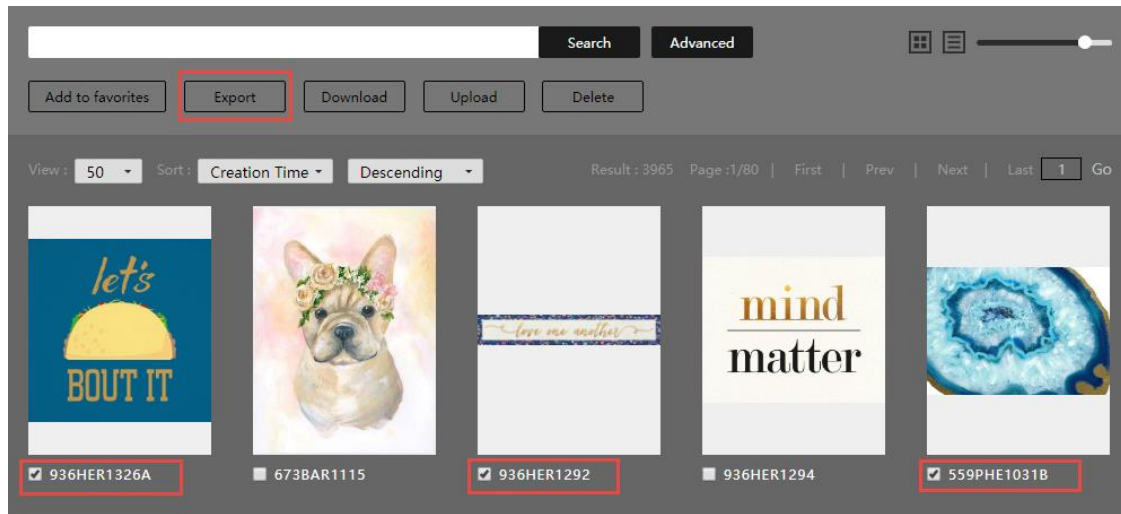
2. Enter the folder name.
3. If you want to share the folder to other users, check the share checkbox. You will see Share to User and Expiration Date. You need to select share to users, and choose an expiration date. The default expiration date is 14 days after today, you can change the date.



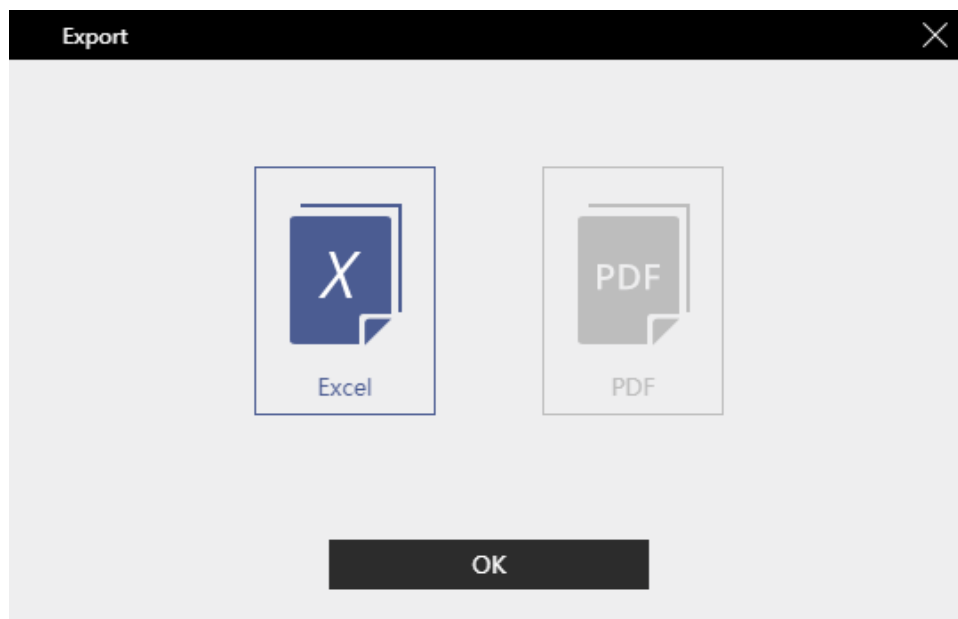
4. Click **Save** button to save the favorites folder.

■ How to export Excel/PDF

1. Select the pictures that you want to export, then click **Export** button.



2. In the Export pop up window, you can select which format file you want to export.

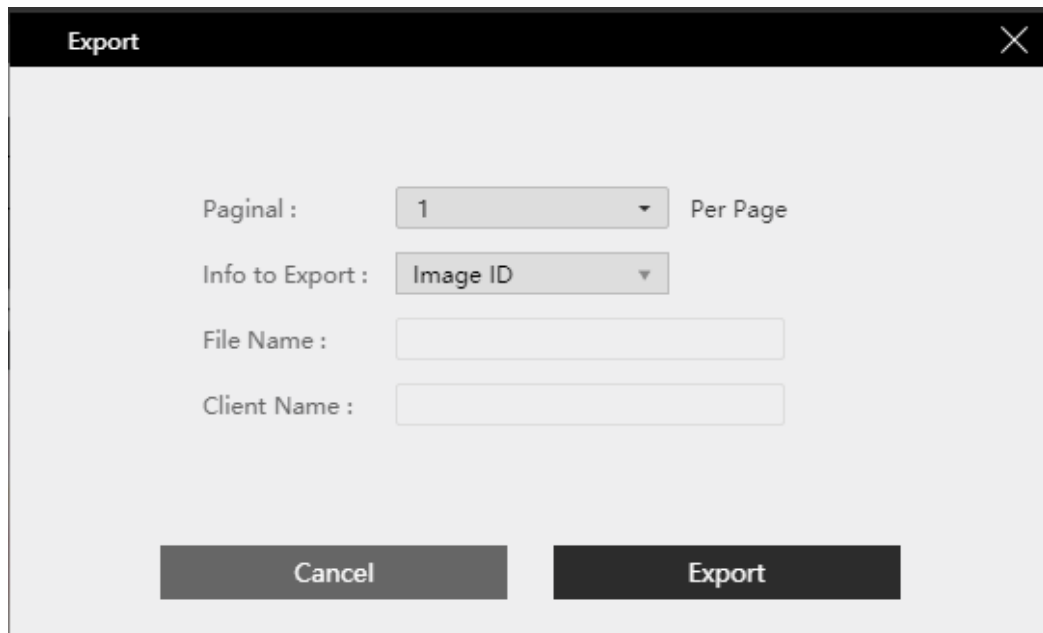


- a) Export Excel:

Click Excel icon, then click **OK** button to export the thumbnail and information of selected pictures in an excel file.

- b) Export PDF:

Click PDF icon, then click **OK** button, you will see below PDF setting page. Finish the setting, then click Export to export the PDF file.

The image shows a dialog box titled "Export" with a close button (X) in the top right corner. The dialog contains four input fields: "Paginal :" with a dropdown menu showing "1" and the text "Per Page" to its right; "Info to Export :" with a dropdown menu showing "Image ID"; "File Name :" with an empty text input field; and "Client Name :" with an empty text input field. At the bottom of the dialog, there are two buttons: "Cancel" and "Export".

Export

Paginal : 1 Per Page

Info to Export : Image ID

File Name :

Client Name :

Cancel Export

Paginal: It is used to select how many pictures in one PDF page. By default, 1 picture in one page. You can change it to 2, 4, 6 or 9.

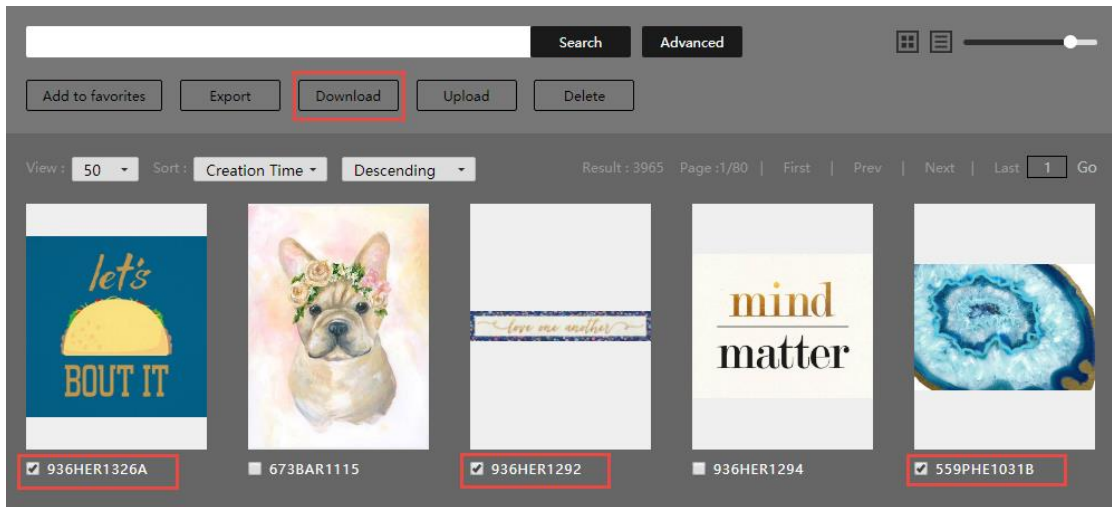
Info to Export: It is used to select what information of picture you want to export to PDF. By default, Image ID is selected. There are 2 more options: Title and Artist. If you don't want to export any information, just unselect all options.

File Name: You can type in the file name of the PDF. It will show at the top left corner of the PDF. If you don't want to enter file name, just leave it blank.

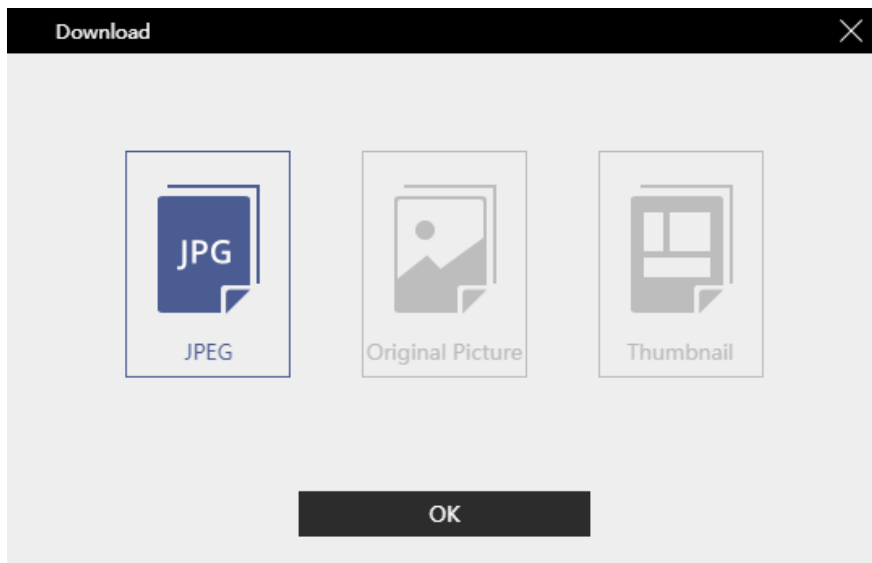
Client Name: You can type in the Client name of the PDF. It will show at the top right corner of the PDF. If you don't want to enter client name, just leave it blank.

■ How to download Jpeg/Original Picture/Thumbnail

1. Select the pictures that you want to download, then click **Download** button.



2. In the Download pop up window, you can select what type of picture you want to download, then click **OK** button to start downloading.



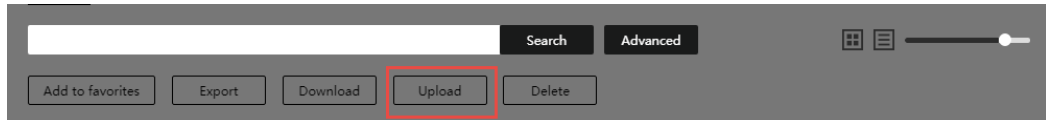
Please note: for image, only a user with a specific role is able to download the original picture. If you need to download the original picture, please get the confirmation from your supervisor, then send the request and your supervisor's confirmation to eehelpdesk@jlahome.com to ask for the specific role.

■ How to upload a picture

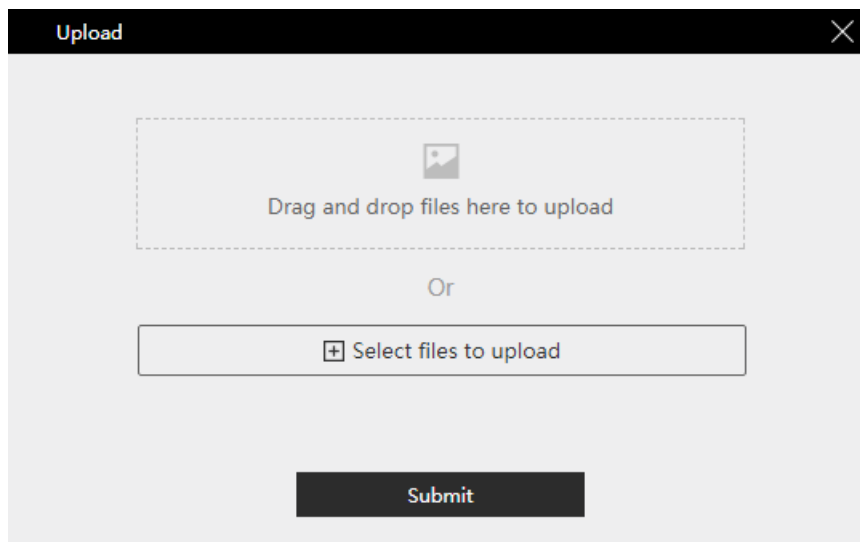
You can either upload picture on website or via shared folder.

● Upload on website

1. Click **Upload** button.



2. In the upload pop up window, you can either drag a picture or Click **Select files to upload** button to upload picture.



3. Click **Submit** button to start uploading.

● Upload via shared folder

Put photos that you want to upload into below corresponding shared folder, then service will import them to website automatically in every 10 mins.

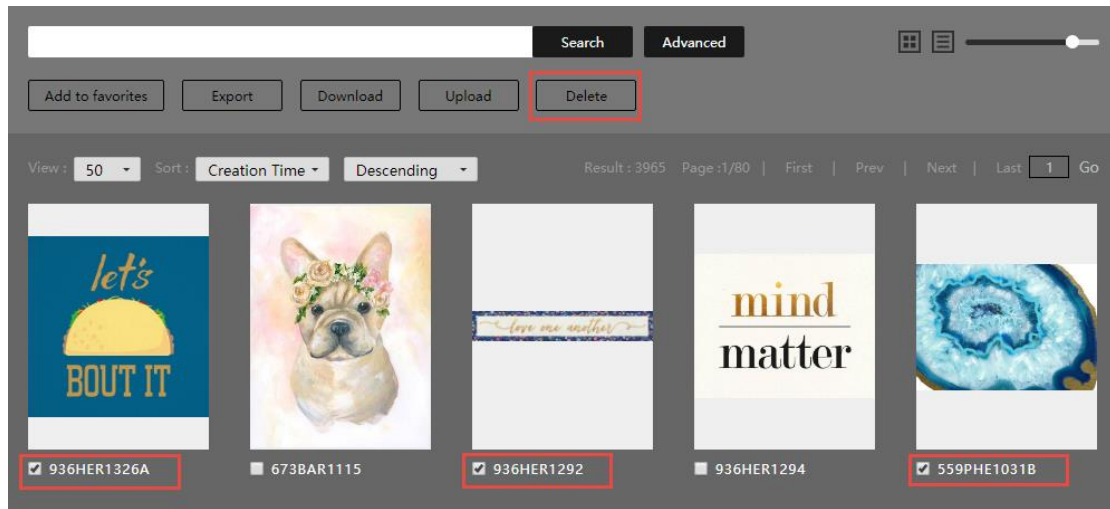
(1) Image upload shared folder: \\192.168.0.133\VINUploadFolder\IVE\Image

(2) Sample upload shared folder: \\192.168.0.133\VINUploadFolder\IVE\Sample.

Please note: the file name of image must be an AIM ID in EEC, otherwise, it cannot be uploaded.

■ How to delete a picture

Select the pictures that you want to delete, then click **Delete** button.



Once a picture is deleted, it will be removed from the picture list. If you want to view deleted pictures, please use Advanced Search by setting Status=Deleted to search.

■ How to edit picture info

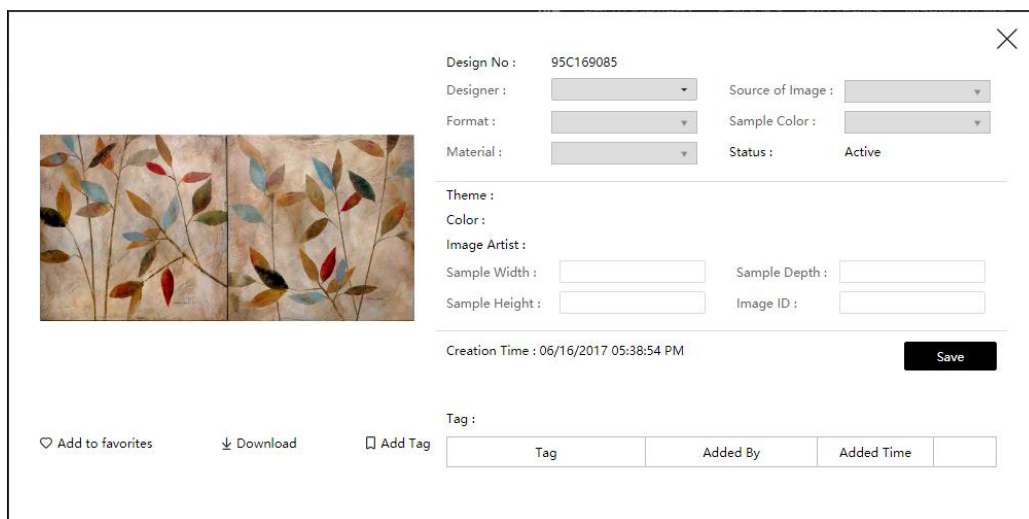
Since IVE will automatically get Image Info from EEC, there is no need to edit image info in IVE. If you find any image is lack of information, or any information is wrong, please edit the image information in EEC.

Only sample picture has edit function.

✧ If you want to edit **one sample picture** info

(1) Click the thumbnail to open picture detail.

(2) Enter the information that you need, then click **Save** button.



Design No : 95C169085

Designer : Source of Image :

Format : Sample Color :

Material : Status : Active

Theme :

Color :

Image Artist :

Sample Width : Sample Depth :

Sample Height : Image ID :

Creation Time : 06/16/2017 05:38:54 PM

Tag :

Tag	Added By	Added Time
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Please note: in Image ID field, you can input multiple Image IDs, separate them by comma. For example: 936HER1292, 936HER1294. Once Image ID is entered, the Image's theme, color and artist will auto-populate.

✧ If you want to edit **multiple sample pictures** info

(1) Select the pictures that you want to edit, then click Edit button.

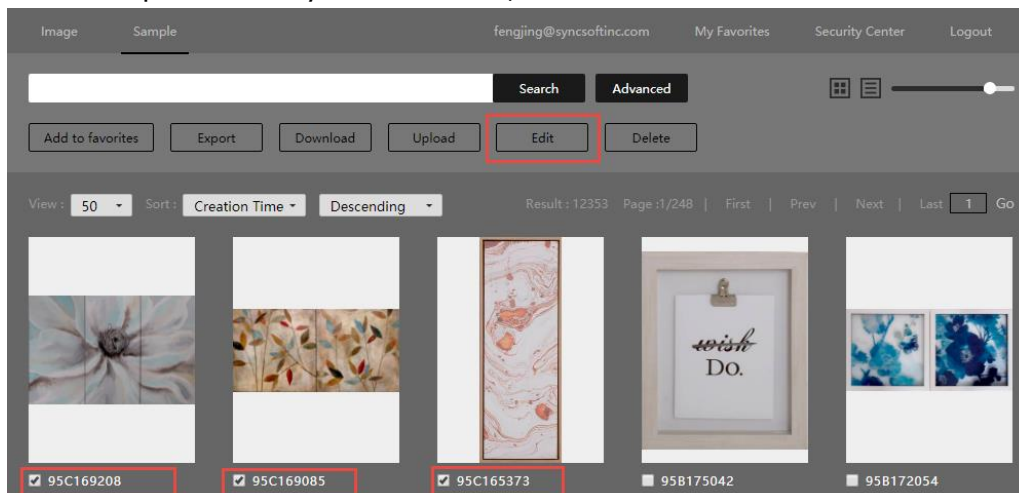


Image Sample fengjing@syncsoftinc.com My Favorites Security Center Logout




View : 50 Sort : Creation Time Descending Result : 12353 Page : 1/248 | First | Prev | Next | Last 1 Go

<input checked="" type="checkbox"/> 95C169208	<input checked="" type="checkbox"/> 95C169085	<input checked="" type="checkbox"/> 95C165373	<input type="checkbox"/> 95B175042	<input type="checkbox"/> 95B172054
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(2) In the edit page, you can enter information one by one or use batch update function to enter information for multiple pictures in one time, then click **Save** button.

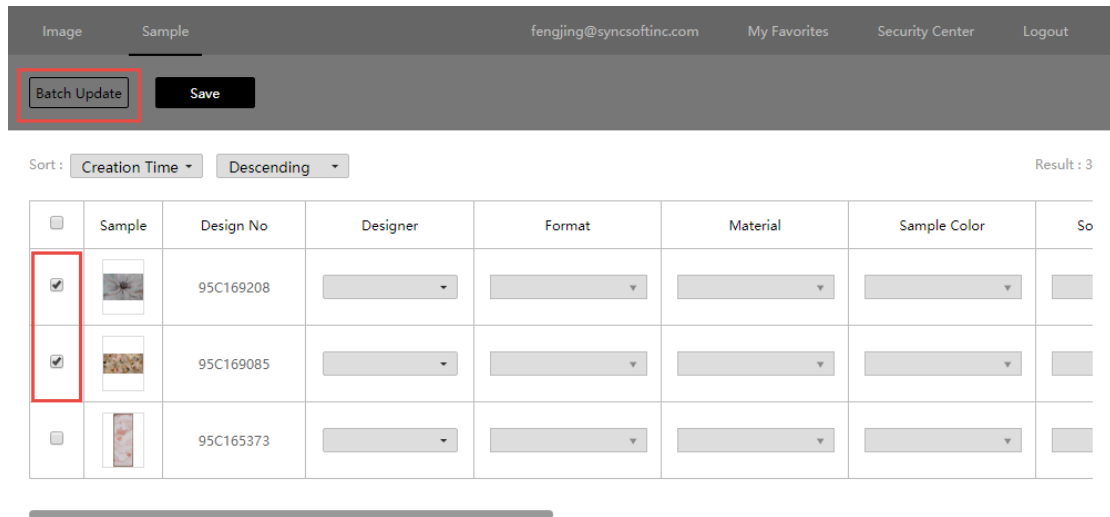
Batch UpdateSave

Sort: Creation Time Descending Result : 3




<input type="checkbox"/>	Sample	Design No	Designer	Format	Material	Sample Color	So
<input type="checkbox"/>		95C169208	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		95C169085	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		95C165373	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

■ How to batch update

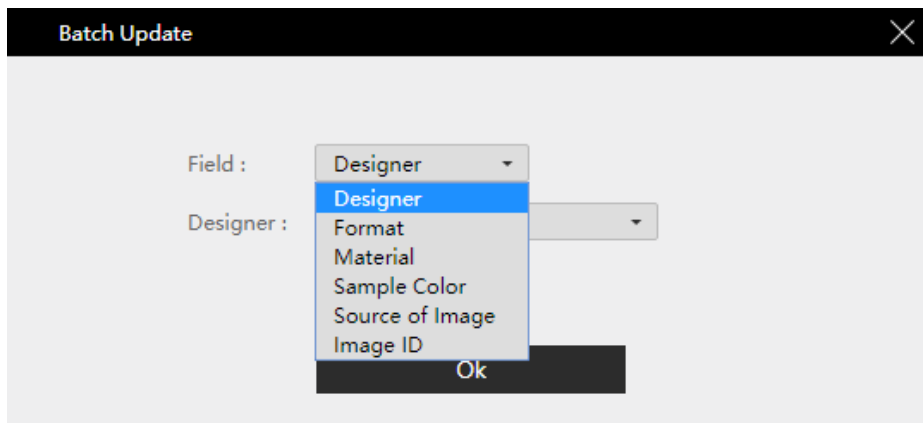
1. Select the pictures that you want to batch update, then click **Batch Update** button.



The screenshot shows the top navigation bar with 'Image' and 'Sample' tabs. The 'Batch Update' button is highlighted with a red box. Below the navigation bar, there are sorting options: 'Sort: Creation Time' and 'Descending'. The main content area displays a table with 3 results. The first two rows are selected, indicated by checked checkboxes in the first column.

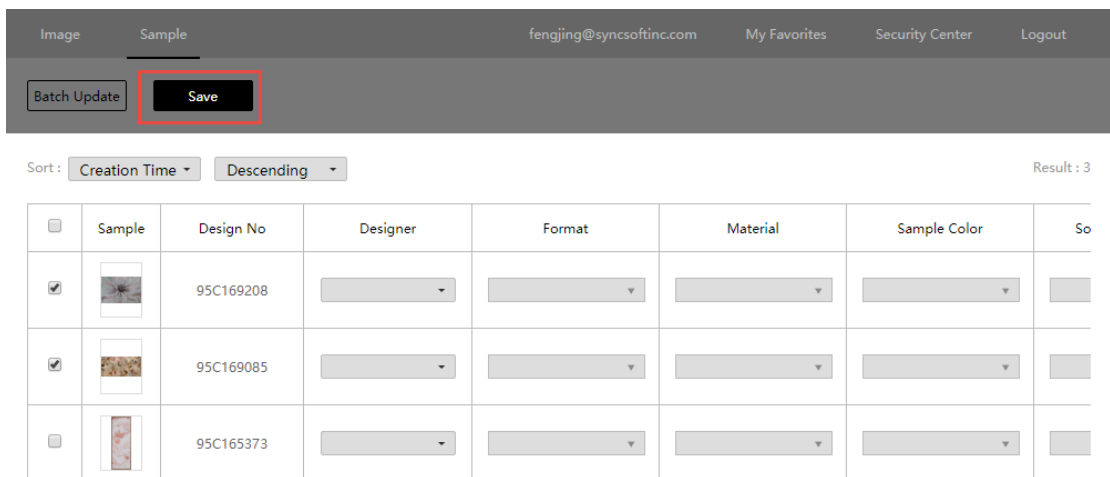
	Sample	Design No	Designer	Format	Material	Sample Color	So
<input checked="" type="checkbox"/>		95C169208	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>		95C169085	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		95C165373	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. In the batch update pop up window, select the field that you need to batch update, then enter the value, click **Ok** button.






The 'Batch Update' pop-up window is shown. It has a title bar with a close button. The main area contains a 'Field :' label and a dropdown menu. The dropdown menu is open, showing options: Designer, Designer, Format, Material, Sample Color, Source of Image, and Image ID. The 'Designer' option is highlighted. Below the dropdown menu is an 'Ok' button.

3. Click Save button to save the change.

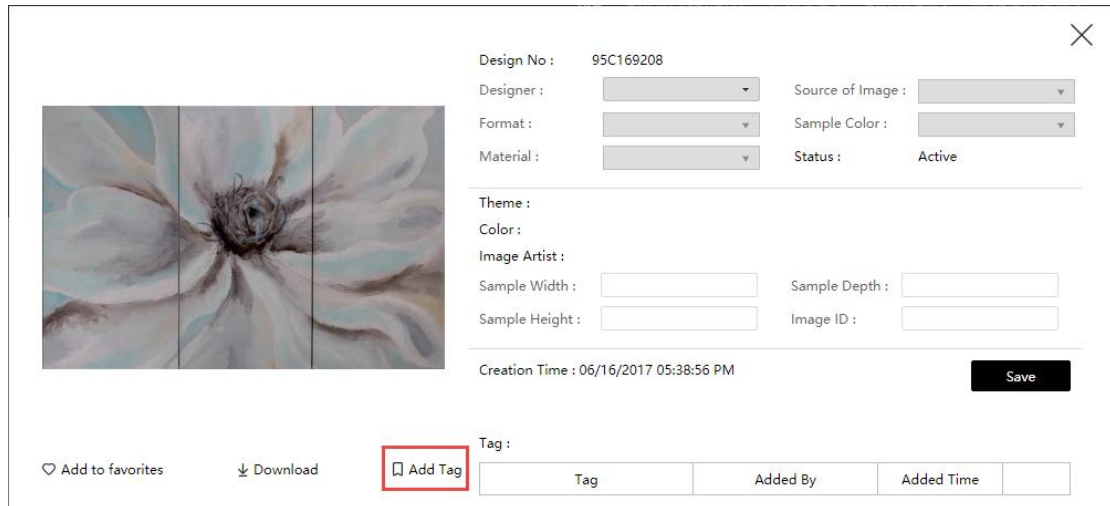


The screenshot shows the application interface after the batch update. The 'Save' button is highlighted with a red box. The table below shows the same 3 results as before, but now all three rows have checked checkboxes in the first column, indicating that all three samples have been selected for batch update.

	Sample	Design No	Designer	Format	Material	Sample Color	So
<input checked="" type="checkbox"/>		95C169208	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>		95C169085	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		95C165373	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

■ How to add a tag

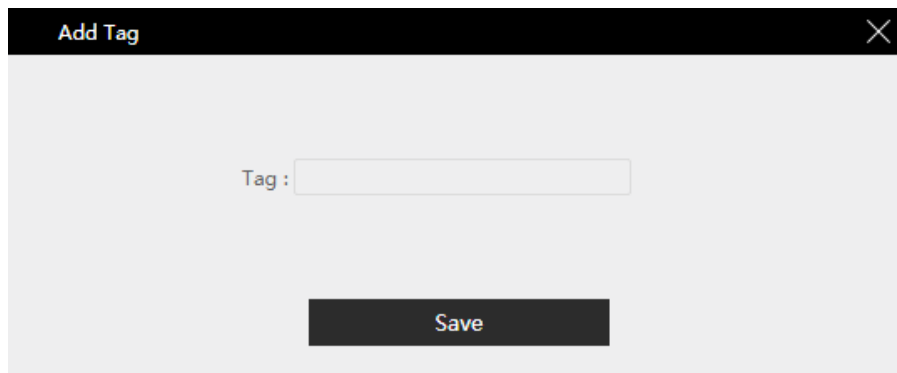
1. Click the thumbnail to open picture detail.
2. Click **Add Tag**.



The screenshot shows a detailed view of a painting. On the left is a large image of a white flower with a dark center. To the right of the image are several form fields: Design No: 95C169208, Designer: (dropdown), Source of Image: (dropdown), Format: (dropdown), Sample Color: (dropdown), Material: (dropdown), and Status: Active. Below these are fields for Theme, Color, Image Artist, Sample Width, Sample Depth, Sample Height, and Image ID. At the bottom right of the form area is a 'Save' button. At the bottom left of the page are three buttons: 'Add to favorites', 'Download', and 'Add Tag'. The 'Add Tag' button is highlighted with a red box. To the right of the 'Add Tag' button is a table with the following structure:

Tag	Added By	Added Time	

3. In the Add Tag pop up window, input tag content, then save.

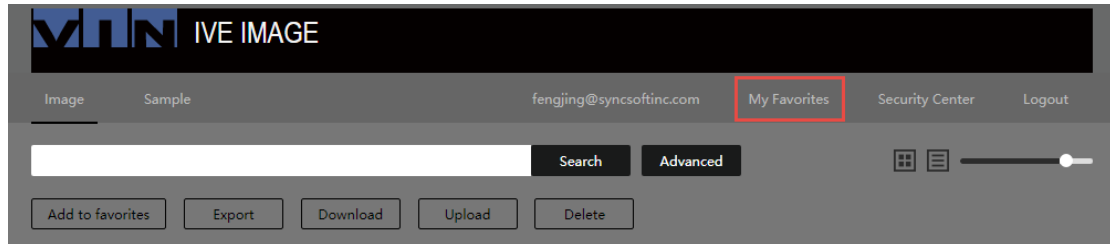


The screenshot shows a pop-up window titled 'Add Tag' with a close button (X) in the top right corner. Inside the window, there is a text input field labeled 'Tag :'. Below the input field is a dark 'Save' button.

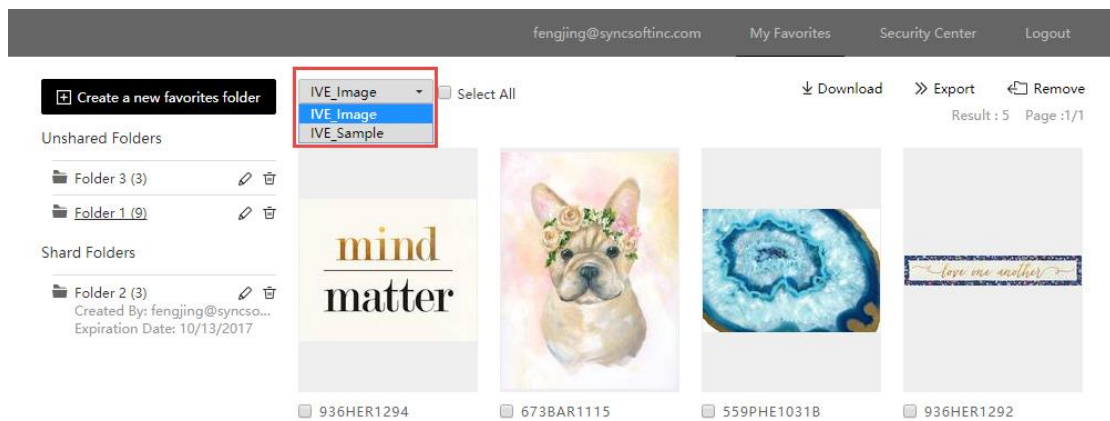
Please note: for each picture, one user is able to add only one tag.

■ How to view pictures in favorites folder

1. Click **My Favorites** menu.



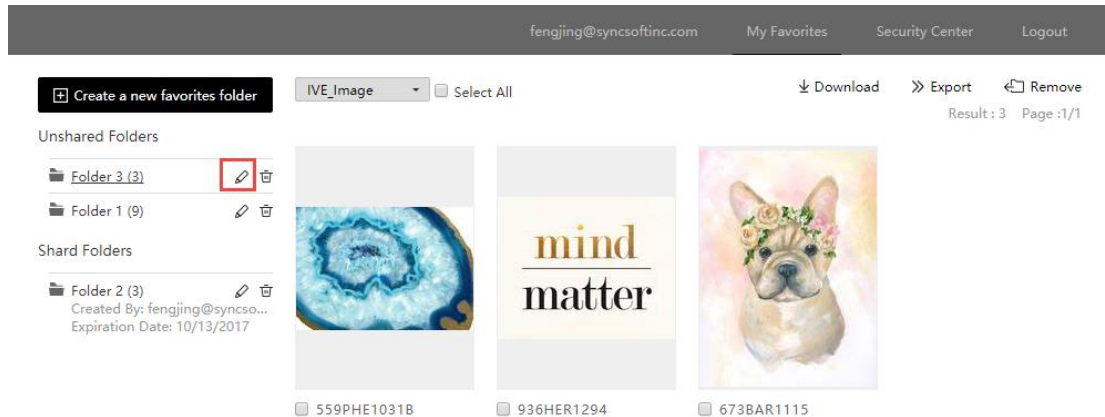
2. In My Favorites page, you can see all your own created folders and the folders that other users shared to you. In each folder, the picture are separated by group, you have to switch the group name to view corresponding pictures.



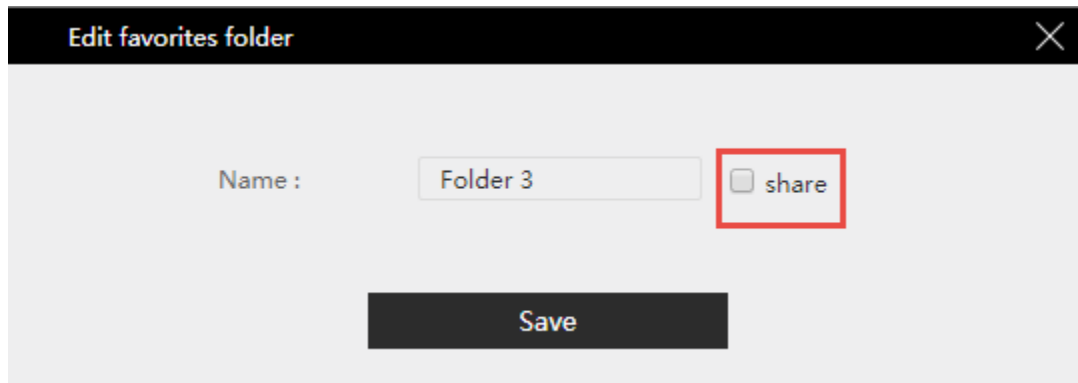
3. You can export/download pictures from a folder, just like how to export/download from picture list.

■ How to share/unshare a favorites folder


1. Click  icon to open the folder edit page.

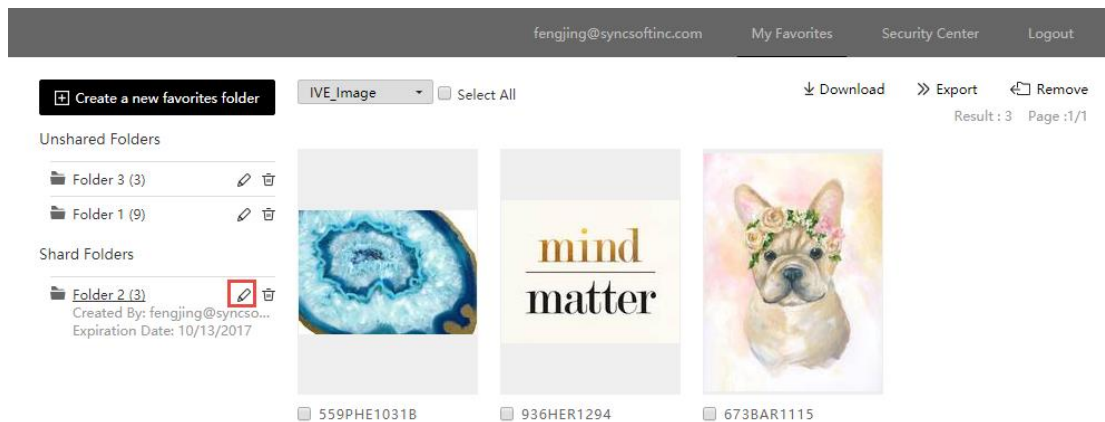


2. If you want to share the folder, check the share checkbox, then select share to user and choose an expiration date. Otherwise, uncheck the share checkbox. At last, click **Save** button to save the change.

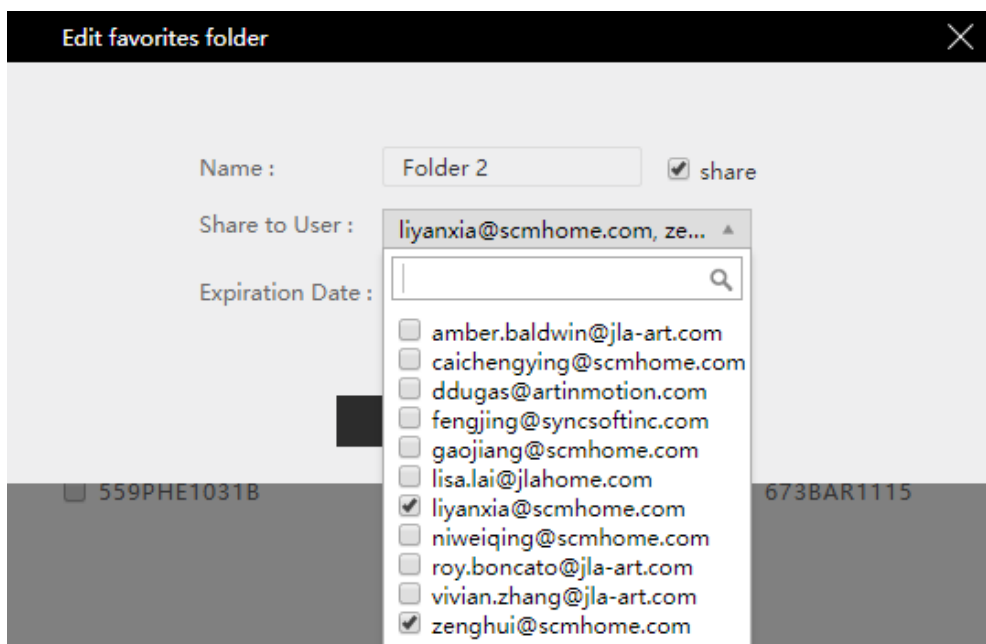


■ How to change share to user

1. Click  icon to open a shared folder edit page.




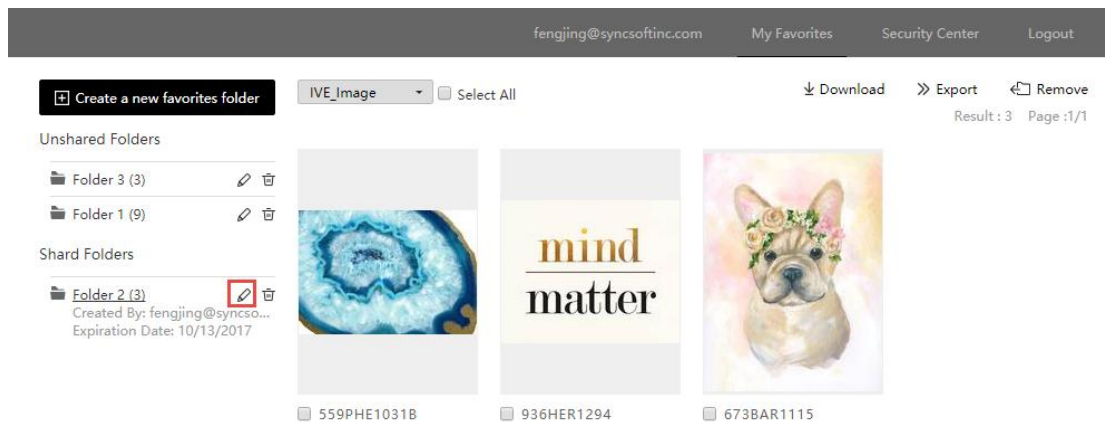
2. Select users that you want to share.



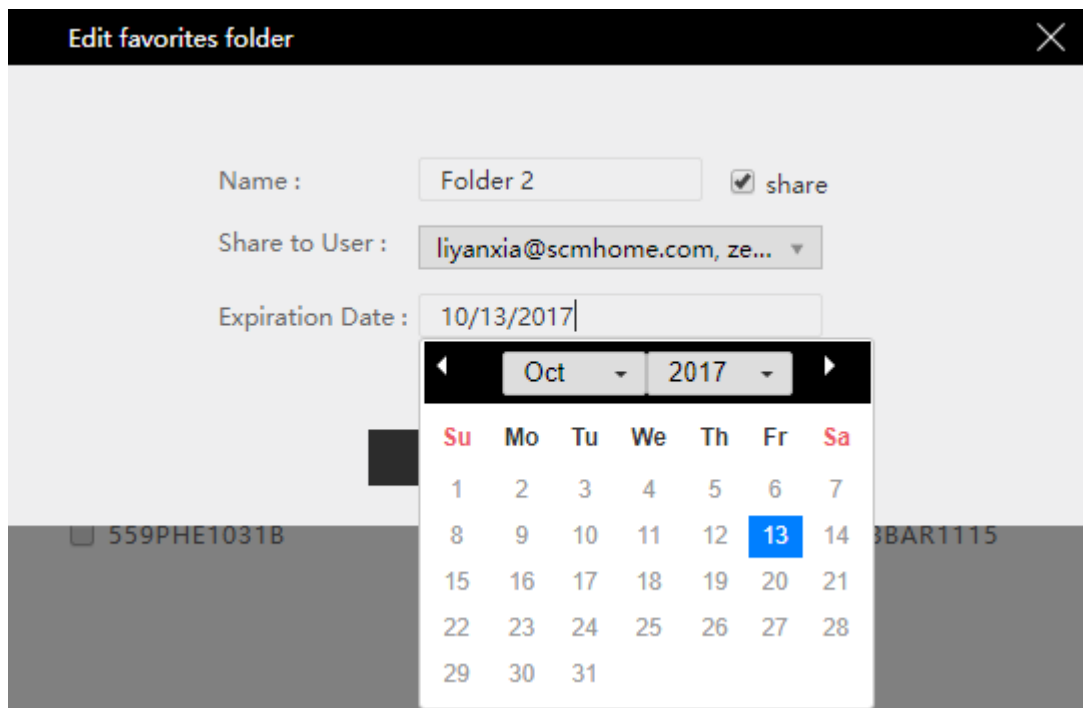
3. Click **Save** button to save the change.

■ How to change expiration date

1. Click  icon to open a shared folder edit page.




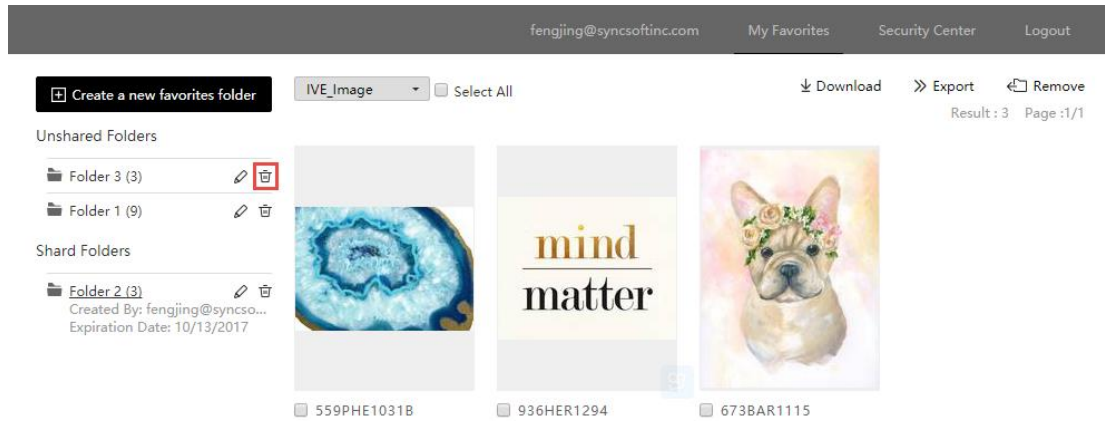
2. Choose an expiration date that you need.



3. Click **Save** button to save the change.

■ How to delete a favorites folder

Click  icon to delete a folder.



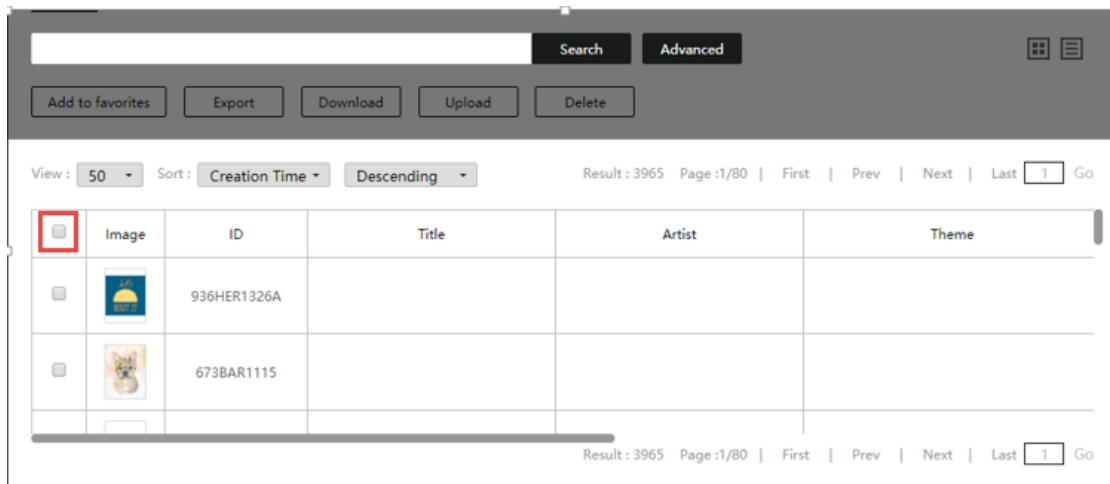
Please note:

1. A folder can be manually deleted by its creator.
2. A shared folder will automatically be deleted once it is expired.

■ Tips

1. How to select all pictures in one page

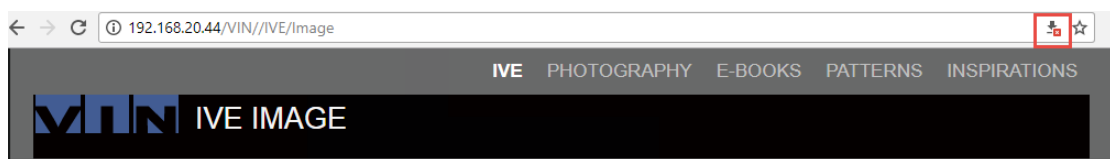
In order to select all pictures in one page, you can switch picture list to list view, then check the checkbox on the header to select all pictures.



2. Cannot export or download?

If you are not able to export or download, it is likely that the browser has blocked the downloading, please follow below steps to enable downloading. Below step is taking Chrome for example.

1. Click the  icon at the top right corner of the browser.



2. In below pop up window, select "Always allow http://xxxxxxxxxx to download multiple files", then click Done button.

