



Advanced Digital Imaging

Asset Management System

User Interface

Cabin River Web Solutions

Overview

The ADI Asset Management System allows customers and ADI to share digital assets (images and files) in a controlled environment. Using this system, ADI can grant customers access to upload assets for ADI to download by creating unique user accounts for each customer. Through the user interface, customers can upload assets to ADI, review assets ADI has placed into their account folder, and remove any assets they no longer need on the server.

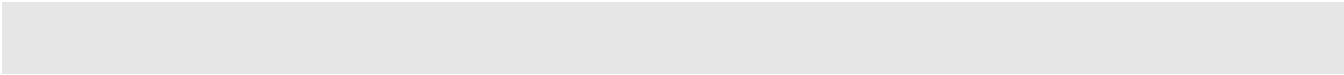


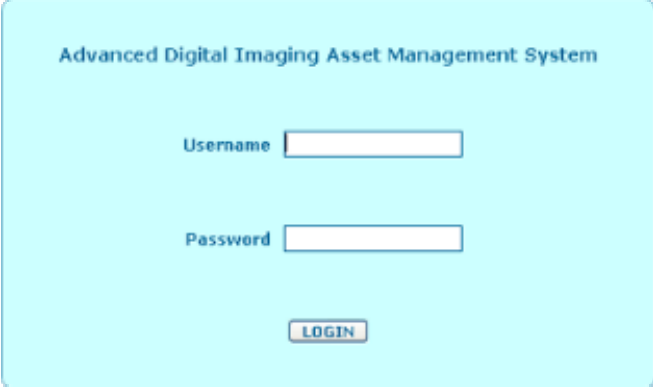
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A. User Functions

1. Logging Into the System

1. In the Internet browser, type:
<http://www.adiyakima.com/uploadcenter/>.
The **Advanced Digital Imaging Asset Management System** page will appear (see figure to the right).
2. Type in your **Username** and **Password** in the textboxes and click the **Login** button.



Advanced Digital Imaging Asset Management System

Username

Password

<http://www.adiyakima.com/uploadcenter/>

2. Updating a User Account

Once logged in, the **ADI Asset Management System** page appears (shown to the right).

1. Click the **Account Information** button to access your account and update information.



Advanced Digital Imaging Asset Management System

Welcome Testy with TesterCompany!

LOGOUT

ACCOUNT INFORMATION

UPLOAD ASSETS

Account Assets

No Assets Available

<http://www.adiyakima.com/uploadcenter/index.php?username=Tester>

2. On the **ADI Asset Management System – Account Information** page, type in any new information and click the **Update** button to save the changes.

Note: Clicking the **Back** button will return the user to the **ADI Asset Management System** page without saving any of the changes.



Advanced Digital Imaging Asset Management System

Account Information

Username

Password

Company

Contact Name

Contact Email

UPDATE BACK

<http://www.adiyakima.com/uploadcenter/viewaccount.php>

3. Uploading Assets

1. On the **ADI Asset Management System** page (shown to the right), click the **Upload Assets** button to upload design assets.

This must be done from Internet Explorer or 5.5 and higher or Firefox version 1 and higher. You *must* have Java installed as the Upload Tool utilizes a Java Applet.

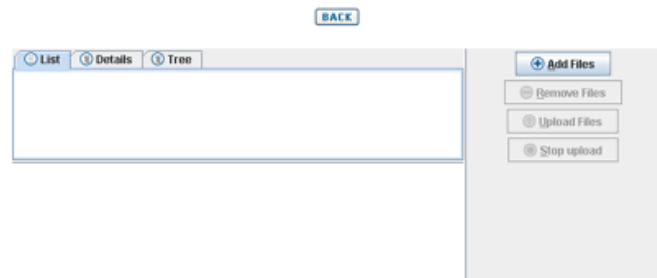
Note: The system will not function correctly in Netscape and Safari browsers.



<http://www.adiyakima.com/uploadcenter/index.php?username=Tester>

The Java logo may appear as the applet loads. If so, just wait until it's finished loading.

The *Upload Center* screen will appear with buttons to Add Files, Remove Files, Upload Files, and Stop Upload.



<http://www.adiyakima.com/uploadcenter/upload.php>

2. Click the **Add Files** button and locate the file on your hard drive that you want to upload to the ADI server.

Note: Continue adding files until all the files you wish to upload appear under the "List" tab.

You may select an entire directory to add all the files within that directory to the upload list.

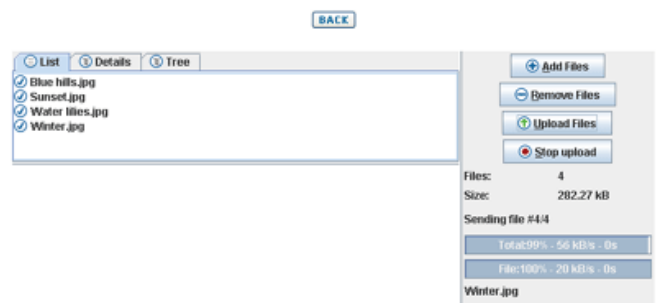
Tab Definitions:

List – lists all files you want to upload.

Details – contains other information about files you want to upload.

Tree – shows the path from your hard drive of all files you want to upload.

3. Once all the files you wish to upload have all been added to the list, click the **Upload Files** button to upload the files to the ADI server.

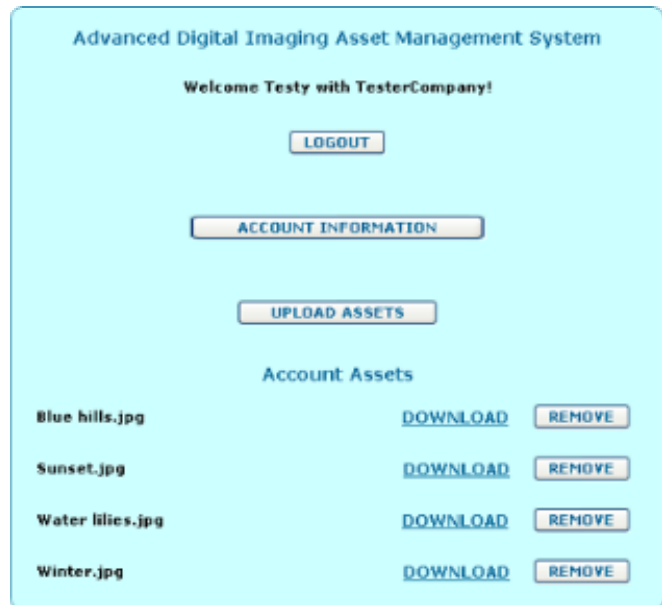


Note: An information box will appear (see right), showing the status of the upload.

Note: While uploading, if you need to cancel the action, hit the **Stop Upload** button to discontinue the upload.

4. Once all files have been uploaded, click the **Back** button to return to the **ADI Asset Management System** page.

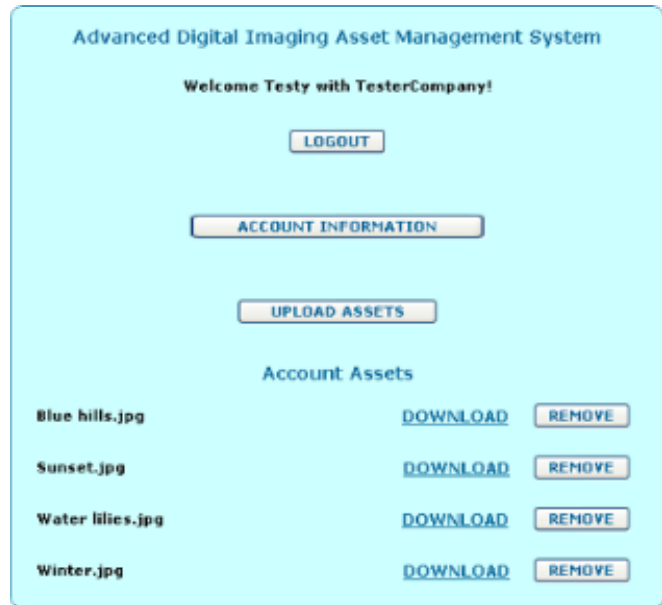
The design assets in your user account should now be listed at the bottom of the main page.



<http://www.adiyakima.com/uploadcenter/index.php>

4. Removing Assets

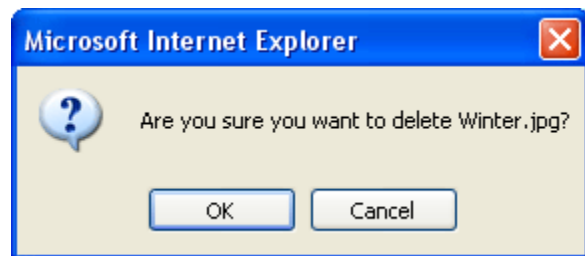
1. Once logged in to the **ADI Asset Management System** page (shown to the right), click the **Remove** button next to the corresponding design asset to remove it from the ADI server



<http://www.adiyakima.com/uploadcenter/index.php>

A dialogue box will appear, asking you to confirm the deletion.

2. Click **“OK”** to permanently remove the asset from the ADI database.



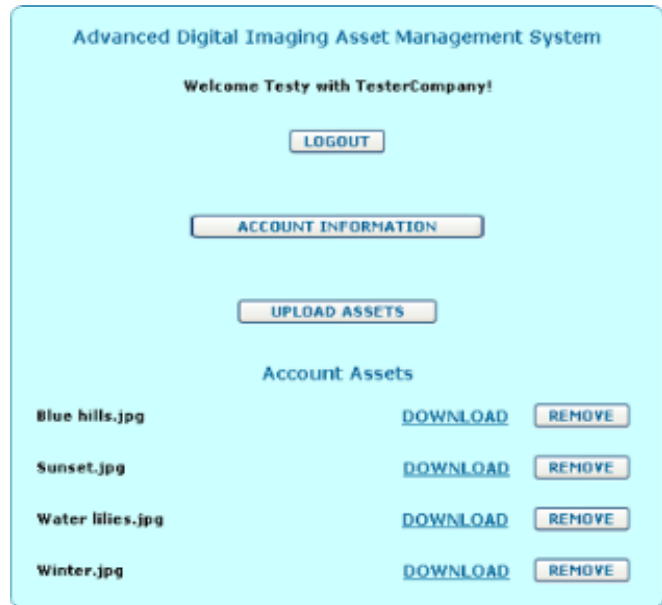
The design asset will then be removed from your user account and the ADI server.



<http://www.adiyakima.com/uploadcenter/index.php>

5. Downloading Assets

1. On the **ADI Asset Management System** page (shown to the right), click the **DOWNLOAD** link next to the corresponding design asset to download it.
2. If the asset is a .gif or .jpg image, it will load in the browser. If it is another file type, it will either open in the appropriate program on your computer or ask you to open in a specific program or save to disk
3. Save the file remotely by right-clicking the mouse and selecting "Save File As ..."



<http://www.adiyakima.com/uploadcenter/index.php>