

Webteq Solution

**Admin View - User Guideline
Event Manager
(Photo Album/Gallery/Event)**

Version	Date	Update Detail	Prepared by
1.00	23 rd May 2017	Initial Draft	Christy
1.01	19 th Jun 2017	Content update	Christy
1.02	11 th Dec 2017	Add Event Video	Woon Ping

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1. Detail Information

a) Event Details

Event Details	
Field Name	Remark
Title	Title of this album
Snapshot	Short description of this album
Short Description	Detail description for this project
Source Title	News Source Title <i>*Optional: Depend website structure</i>
Source URL	News Source URL <i>*Optional: Depend website structure</i>
Date	Date of this album/activities
Thumbnail	Thumb photo of this album. First image to show at website album
Order	Position of this album within all albums
Show on Top	Always show at first place in album listing
Active	Deactivated album will not appear at website. Only Active album will show at website

b) Event Gallery

Event Gallery	
Field Name	Remark
Add files	Choose multiple images an upload all at once
Upload All	Upload all photo at once
Cancel All	Cancel upload for all photo
Uploaded Image(s)	
Field Name	Remark
Photo Title	Double click to update a new name for this photo
#	Set the photo position. Sorting purpose
Remove	Remove particular photo

c) Event Video

**Optional: Depend website structure*

Event Video	
Filed Name	Remark
Thumbnail	Thumb photo of video http://i4.ytimg.com/vi/xxxxxxxxxx/default.jpg
Video	YouTube Video URL http://www.youtube.com/embed/xxxxxxxxxx

2. Add New Event

- a) Login to Admin View
- b) Go to Website > Event Manager
- c) Click "+ Add Event" button
- d) Enter event information
- e) Click "Save" button
- f) Click "Manage User View"

3. Update Existing Event

- a) Login to Admin View
- b) Go to Website > Event Manager
- c) Select particular event, click "Edit" icon
- d) Update event information
- e) Click "Save" button
- f) Click "Manage User View"

4. Update Event Thumb Images

**Optional: Depend website structure*

- a) Login to Admin View
- b) Go to Website > Event Manager
- c) Select particular event, click "Edit" icon
- d) Delete existing thumbnail image
- e) Click "Choose File" button to upload Product Image
- f) Click "Save" Button
- g) Click "Manage User View"

5. Update Multiple Images

**Optional: Depend website structure*

- a) Login to Admin View
- b) Go to Website > Event Manager
- c) Select particular event, click "Edit" icon
- d) Click "Event Details" link, select "Event Gallery"
- e) Click "Add Files" button, select multiple images and click "OK"
- f) Type description as title of each photo
- g) Click "Upload All" to upload all images at once
- h) Enter number in # box to sort the images display order
- i) Click "Save" button
- j) Click "Manage User View"

6. Add Event Video

**Optional: Depend website structure*

- a) Login to Admin View
- b) Go to Website > Event Manager
- c) Select particular event, click "Edit" icon
- d) Click "Event Details", select "Event Video"
- e) Click "information" icon and copy sample text and paste it accordingly to Thumbnail and Video field
- f) Open Youtube video in new tab
- g) Copy the text after v= from the Youtube link
- h) Back to "Event Video"
- i) Replace "xxxxxxxxxx" in Thumbnail and Video field with the copied text.
- j) Click "Save" button
- k) Click "Manage User View"