Tufts University Photography
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Photography Management System User Manual - Client

I. Getting Started

The website of the new system is located at the following URL:

jobs.tuftsphoto.com

This brings you to a login page. Enter your email address and password here. If you do not have a tufts.edu address and have not used the system before, please contact Tufts Photo (617 627 4282 or email photo@tufts.edu) to request to be added to the system. After logging in, you will be presented with 3 options:

1) Request a Job: request a photographer for your event or publication
2) View Jobs: view the jobs you have in the system
3) View Photos: view photos from your projects and jobs

Please see the corresponding section for more information about each of these options.

II. Request a Job

Selecting this option brings you to a form where you may request a photographer for your event or publication. The first step is to fill in any client information that is missing. The system will auto-populate most of the information, but you still have the option click the button to edit the data yourself.

The next step is to fill in the information about the shoot itself. That includes: the intended publication, the name of the event, the name of the project the job will be associated with (optional), and specific details about the shoot's date, time, and location.

The final section includes information about the photographs themselves. You may select the types of photos that you would like. Then you may answer the 3 questions giving more specific information about the photos, photographer instructions, and event details. It is important to note that the answers to these questions become public knowledge (so that others interested in a similar project can request to be added as a client on the same job).

Finally, you have the ability to upload attachments that are associated with the job request.

III. View Jobs

Selecting this option brings you to the jobs manager portion of the system. In this section

you can view and edit all the information associated with your job(s).

The first view of the system is a list of all jobs. Each job is contained in its own "box" displaying the following information concerning the job: the job's number, the date and time of the shoot, the event name, any project the job is associated with, any client(s) associated with the job and any photographer(s) associated with the job. There is also a link in the "box" to request to be added to the job as a client.

On the left hand side of each page is a list of shortcuts to display different information in the main panel. There are buttons that display either "All Jobs" or "My Jobs". Clicking on any of these buttons brings up a list of jobs that fall under that category.

When you click the "My Jobs" link it brings you to a list of all of jobs that you are listed as a client on. This way you can keep track of the progress of your job as it moves through the system. Clicking on the job's id in the "boxes" that display all your jobs brings you to a more detailed view of the job.

This detailed view of the job contains 6 different sections:
1) Basic Information: date, time, and location information
2) Shoot Address and Map: Google map of the shoot's location
3) Photography information: type(s) of photos being delivered
4) Clients: view what clients are attached to the job
5) Photographers: view what photographers are attached to the job
6) Billing and Delivery: invoice information about the job

For each section, there is a toggle button so you can toggle the section up and down, and a pencil. When clicking on the pencil it brings up a populated form where you can edit the information in that section. When done editing press save.

Under the Shoot section, there is a map with a marker where the shoot address is located. If you click on the marker a window pops up with the address and a link, which when pressed will prompt you to input an address to get directions from there to the shoot address.

The final section of links contains a link to request a job, a link to the Tufts Photo FAQ page, and a logout button.

IV. Photo Archive

If you choose the "view photos" option on the initial page, you will be prompted to re-enter your password. This is for security reasons, as the system does not store your password. Once you re-enter your password, you will be redirected to the Tufts University Photography public facing Photoshelter homepage as a logged-in user. You will then be able to complete all actions associated with the photo archive (i.e. searching, viewing, and downloading photos).