Tufts University Photography
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Photography Management System User Manual - Administrator

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 and edit job requests, create and assign photographers
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 the client name, which can be typed in or selected using the auto-complete feature of the text field.

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 a job.

The first view of the system is the list of jobs that are in the Pending folder. 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, the tag(s) associated with the job, any project the job is associated with, and any photographer(s) associated with the job. Each “box” has a checkbox where you can select one or more jobs and choose to move them to a new status, add a tag, or add to a project. All these options can be found on the top bar on the page. Clicking on the job’s id in the “boxes” brings you to a more detailed view of the job.

This detailed view of the job contains 9 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: add/delete clients from this job
5) Photographers: add/delete photographers from this job
6) Billing and Delivery: invoice information about the job
7) Internal notes field
8) History: logs changes made to the job
9) Automatic emails: edit template and send automatic emails as necessary

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.

Under the Billing and Delivery section, there is a link to print an invoice. When pressed, an invoice is generated in a new window, which you will then be able to print out to send to the 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 the different folders that a job can be placed into. Clicking on any of these buttons brings up a list of jobs that fall under the corresponding category:
1) Pending
2) Accepted
3) Completed
4) Delivered
5) Invoiced
6) Paid
7) Archived

Directly beneath these buttons are links to pages that provide more information about projects, photographers, clients, and log events. Clicking the “View Photos” button will prompt you to enter your password again (for security reasons, as the system does not store your password) and then redirected you to the Tufts University Photography public facing Photoshelter homepage as a logged-in user. Clicking on the “View Projects” button brings up a list of projects, with information about how many jobs are contained in the project. Clicking on the “View Photographers” button brings up a list of the photographers in the system, along with a link to more information about each photographer. Clicking on the “View Clients” button brings up a list of all clients in the system, their department and billing information, and a link to all jobs they are associated with. Clicking on the “View Calendar” button brings up a Google calendar of all of the jobs in the system, and clicking on an individual job brings you to its job view page. Finally, clicking on the “View Log” button brings up a list of all actions that were taken by the system

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

IV. View Photos - 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).