topixx

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Version:	24.10.2001

Manual

Administration

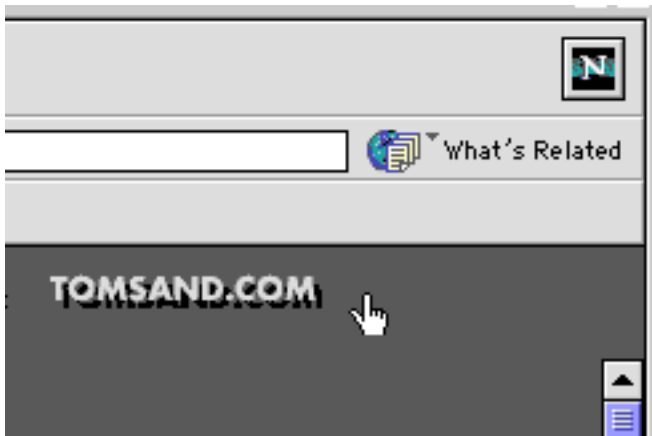topixx a special administartion area only the admin has access to it.

The username of the administrator is

admin *(case sensitiv) default passwd: your db-password*

The URL of this area is

"http://www.servername.xx/ihrname-cgi/**.sec**/topixx?op=secure"

You can also get there thru a link in the upper frame of the serach page. The link is invisable and is located right of the logo.

After clicking, the system will ask for user name and password. Please enter both and your in the secure area.

Notice! The username keeps valid, until you've closed the browser.

On the adminpage you can do the following.

1. http upload single pictures (rarely used)

2. customer list, editing, activating, delete.

3. view logfiles .

4. mail and delete logfiles

Importing Pictures

Conditions:

1. JPEG Files (only these!)

2. IPTC conforme captions, at min. the following fields:

caption, keywords, headline, city, country, date, copyrightnotice

The name of the photographer, you should enter into Byline and *Copyright-Notice*

Many photographers put all information just into "Captions". That is not very smart. Let's say the address of the photographer is ...New Yor City and he has put this under "Captions". As soon somebpody is looking for pictures of New York he will get every single picture of this photographer.

Bankaccount info, Address, Phone# etc. you could enter under "Special Instructions"

Think carefully about your filename system. It should avoid any double.
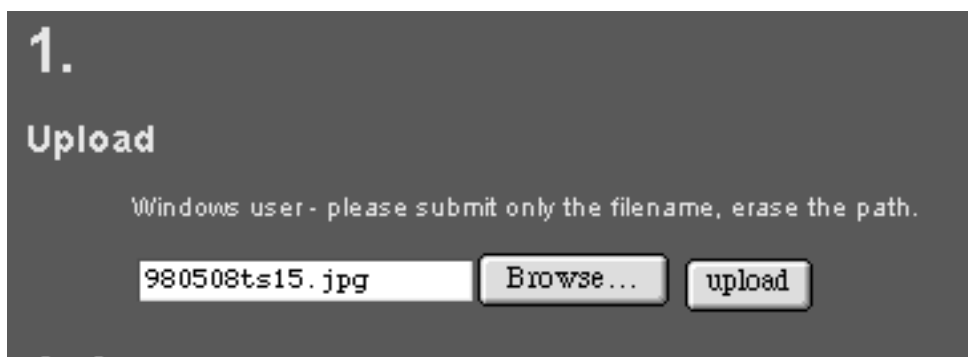
Usefull is something like:

YearMonthDayNumber. zB. **20011121-001.jpg** oder **20011121name_01.jpg**

Use underscore or hyphen but NO slash, backslash or any other special character!

The picture size should be 5 -15MB uncompressed what makes a JPEG of about 500K - 1.5 MB. compression faktor 6-9 is a good compromise between quality and download time. The database generates previews of 480 pixel / long edge. From this preview it generates a thumbnail of 128 pixel / long edge. That thaumbnail gets a square matte. The preview gets a kind of watermark stamp against unwanted utalization. The watermark is **disturber.gif** a little GIF file and is located in the folder /website**/sitename-cgi/**

1. http upload of single pictures

Click the **Browse..**. button and use the fileselector box to choose the JPEG you want to upload. Windows usern have to erase the path in front of the file name and click **upload**

Mac user don't get the path!

Now the upload starts and you don't see anything for a while exept the browser icon at the top right corner will show the activity. Don't become unpatient , depending on the bandwith of your connection and the size of your picture, it can take a while. After the file is on the server, the preview, the thumbnail and the file information will show up. You might change your infos, etc. ... on **Submit Query,** and you'll see ...DONE. Now your picture is imported and a search query should find it.

1.1 FTP upload

Usally you will upload more pictures at the time. On the server is a folder called /**photo** and on the server runs a "cronjob". All 30 minutes the cronjob will look into the folder and see if there are new pictures for him. Is this the case, the pictures become automaticaly imported to the database and beeing moved out of that folder.

You only have to upload your pictures using a FTP clientprogram to the folder /**photo**.

FTP Clients: Windows WS_FTP or Mac Fetch, Transmit, NetFinder. Please make sure that you transmit the pictures as Raw Data and not as MacBinary or even Text.

You could even use a browser like Netscape as FTP client. The trick is, put in the URL line **ftp:// your_username : your_passwd @ your_sitename.tld**. Choose the folder **/photo** and start the upload**.** Just by draging the pictures into the browser window or use the upload file dialog from the menu.

The next cronjob will import your pictures.

After importing your originals goingto sit in / home / your_servername / website / topixx / data / **hires**

the belonging thumbnails and previews sit in / home / your_servername / website / topixx / **data** and are named with the prefix **thu**- and **pre**-.

You're not allowed to move those or change their names.

Notice! If a picture with the same filename already exist in the database it becomes over written.

Userlist

You see here all registered users. All entries can be edited or deleted. You can set users active or inactive, just click on 'Y' or 'N'. You can sort that list by clicking on username, company or name in the menubar. *(Also it is written on the register formpage, sometimes user choose a username with a space in it. That won't work at all. You have to edit those and replace with an underscore and you have to inform the user about the change.)*

Logfiles

The server writes three logfiles. You can exactly follow all user actions, you see what people are looking for and which previews were watched. Since a user was authentified by the system befor he could download, you will see his username and the filename in the download logfile. It is suggested to empty the logfiles once a month. You might FTP download them from the folder

/ home / ihrservername / website / ihrserver-cgi /.sec/logs
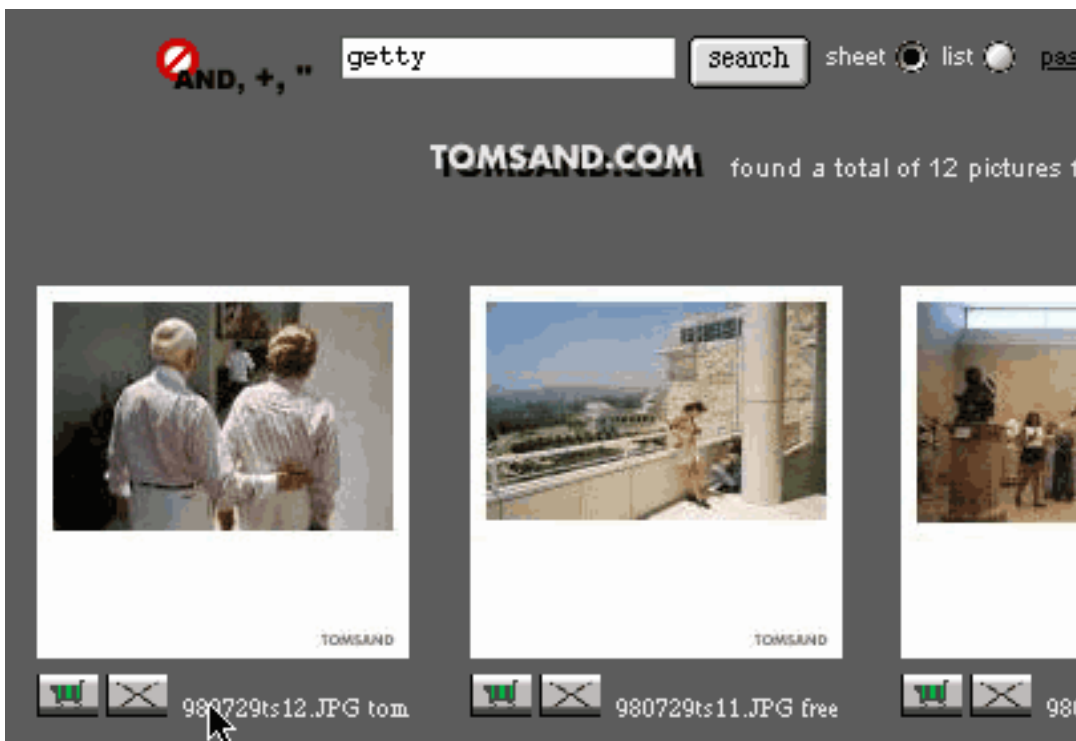
they have the name extender *.**log** or you simple let the server mail them to you, by clicking the mail link underneath the download log window.

(additional to the logfile you're getting an e-mail after every user registration and download.)

Im Adminbereich gibt es einen Link zum versenden und löschen der Logfiles. New Logfiles are goingto be created by the server as soon the first new search, preview or download was done.

Delete Pictures

You have to be logged in as user **admin**! As soon you are user admin you will see underneath the thumbnails and the previews a delete button. The delete button only shows up if you are the user admin and you see in the URL line ../ your_servername / your_server-cgi / **.sec** / topixx , which means you are in the password protected area.
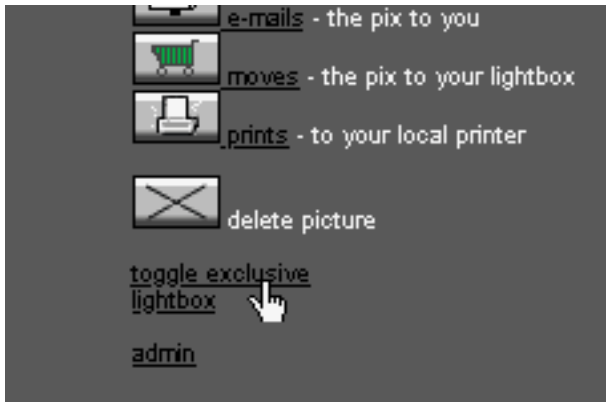

By security reason you delete with taht button only the database enty and not the JPEG file it self. The original picture remauins still in ../data/**hires**. But it is now not findable anymore.If you like to erase the picture file the belonging thumbnail and preview you have to delete it manually with a FTP client.

Edit Picture Information

Click on the preview page on the link **admin**. If you are not already **.sec** erea, you are goingto be ask for username and password. Please enter. A new window will open and you may change here all IPTC information of your picture. After hitting the submit button those information are written back into the database and the original picture.

Toggle Exclusive

On the edit page is a link **toggle exclusive**. A click on it toogles the download rights**.** The picture will be still findable but is now not free for download untill you toggle back. You can temporary block pictures on that way.

You as the admin can also let the server e-mail a hires picture to a given e-mail address. That is usefull sometimes when a customers have difficults with a download.

Search

The search entry is simple but powerfull professional researchers doesn't wont to click thru list and indexes. The combination of search words, leads you fast and eficent to a selection.

As a standard the fields *Caption, Keywords, Headline, City, Country und Date* become fulltext searched. You seperate search strings by simple a space. Please do not enter **+, AND,** or wildcards like ***, ?**. Date has to be in Unix form YYYYMMDD or parts of it. You can combine e.x. **Berlin 200109** and you will find all pictures taken in september from Berlin etc ...

It exist also a extended search routine. With that all possible IPTC fields become searched. With the extended search you can also preselect a keyword and one or more **But NOT** Words. That means words you don't want to find in your selection.

You can also select a keyword from the keyword list. Here ocur all keywords which exist at least 5 times in the whole database. *(we can adjust the software make it sharper or unsharper)*

Tip! You can send e-mails to customers, containing a special search querry coded in an URL.

e.x..

See my new material from foobar and a cockatoo.

http:// www.ihrservername.xx / ihrserver-cgi /topixx?op=thumbnails1&string=foobar+cockatoo

The link becomes clickable in an e-mail, starts the recievers browser and shows your selection of thumbnails.

A link like that, you can type manualy in your preferred e-mail program, but you can also use the link **send offer** underneath your search results or at the bottom on your lightbox. (*Try the right browser, they are all diffrent. Mostely Netscape works fine.)*

Ofcourse this is only possible as long you are logged in as user **admin.**

Do not hesitate to ask question via **support@topixx.com**