Photographic Briefing - Issuing treatments / retouching / clean ups

KL Support - 2017-03-14 - Photography Briefing (PTB)

AT A GLANCE:

01. Login

02. Locate brief

03. Locate items

04. Send to treatments

05. Vine Server

---

01. LOGIN

To access Altitude go to URL https://canopyapp.net/ Apps/WebObjects/Altitude.woa and login using your email address and Altitude password.

02. LOCATE BRIEF

A list of active briefs will be displayed. These briefs can be sorted by selecting the column headers. Select the required brief.

03. LOCATE ITEMS

Scroll down the brief to find the list of groups.

Items can be located by selecting the arrow next to the required group, this will display all items for that group.

You can also use the search field at the top of the group listings to search for a specific item or use the Photography Status search field to search for all items with a ‘selects’ status. Items with a Selects status (image will display a green border) are ready to send for treatments.

04. SEND TO TREATMENTS

Select the Treatment Details icon (computer screen) to access the treatments window.

Select the relevant image you wish to send, the image will be displayed in the right hand panel, select add item to add this image to the treatments bucket. Repeat this step for all images you wish to send.

Select the Issue treatments button to send the images. Select the relevant studio you wish to send to.

Additional retouching notes can be added against an image.

Select Issue to send.

05. VINE SERVER

Images sent for treatment will land on the Vine server.

Images will appear in the ‘Working’ folder of the relevant job number. There will be a tiff file as well as a txt file.

The txt file will contain any retouching notes.

Images can be pulled out of this working folder and go through the normal treatments process. Ensure that you do not alter the filename.

When the file has been treated and ready for upload, drop the hi-res TIFF file into the “Complete” folder of the relevant Job folder. This will automatically push the treated image back into altitude.

Retouched images will display a ‘treated flag’ in Altitude and the status will update to treatments complete.

SEE ATTACHMENT BELOW:

Attachments

- Altitude_Treatments_QRG.pdf (29.69 KB)