Photographic Briefing - Upload photo asset captures

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

AT A GLANCE:

1. Login

2. Locate brief

3. Locate line item

4. Upload Files

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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 LINE ITEM

Scroll down the brief to find the list of groups.

Line items can be located by selecting the arrow next to the required group, this will display all items for that group, then locate your item from within the list.

You can also use the search field at the top of the group listings to search for a specific item. Enter a code and select the filter button to search for your item. Results will be displayed.

The Status filter can be used to show the status of items. Selecting To be photographed will display all items that have not been photographed. The Captures Uploaded status will display all items that have been uploaded that are awaiting selects to be made. The Selects status will display all items that have been selected, this includes auto selected product shots.

04. UPLOAD FILES

• JPG selects

For images that are required to go through a selects process (such as talent), prepare a capture one EIP file as well as lo-res JPG files.

Within altitude select the Actions button against the relevant shot line.

Select Drag and Drop files

Drag the JPG files for that shot onto the specific defined area. These images will process through and display a thumbnail preview within the line area.

The EIP files need to be placed onto the Vine server. To access Vine connect to server afp://192.168.3.5 and select the MelCorporateDatalink directory. Select the relevant job folder (job numbers can be located in the top section of the Altitude brief). Drop the EIP files into the Raw folder.

- **Hi-Res TIFFs**

For images that do no go through a selects process prepare a high res TIFF file.

Within altitude select the Actions button against the relevant shot line.

Select Drag and Drop files

Drag the TIFF file for that shot onto the specific defined area. The image will process through and display a thumbnail preview within the line area.

Note: Images may take a while to display. Go out and back into the brief to refresh the screen.

Image filenames will auto rename according to the item code entered against the brief item.

Notify your manager once images have been uploaded.

JPG images will go through the selects process and TIFF images will be sent through for treatments process.

SEE ATTACHMENT BELOW:

Attachments

- Altitude_Upload Captures_QRG.pdf (34.08 KB)