

## Photographic Briefing - View assets

KL Support - 2017-03-14 - [Photography Briefing \(PTB\)](#)

### AT A GLANCE:

01. Login
  02. Locate brief
  03. View sample captures
  04. Locate line item
  05. View photography status
  06. View images
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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. VIEW SAMPLE CAPTURES

All sample captures taken using the iOS device can be viewed by selecting the Logistics and Tracking Truck icon against the relevant group line.

Sample captures can also be downloaded from the Sample Capture Uploads within the Documents section.

Select the download link to download the files.

### 04. 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. You can search for an item by code or description. Multiple values can be search for by using a comma as a separator. Select the filter button to search for your item. Results will be displayed.

### 05. VIEW PHOTOGRAPHY STATUS

The photography status will be shown against the line item. This is displayed in a grey bar in the top section of the line.

To be photographed: The photography status will default to 'To be photographed'.

Captures Uploaded: Once images are uploaded the status will update to 'Captures Uploaded' for those images requiring to go through a selects process.

Selects: Images that do not require a selects process will automatically be selected and move straight through to 'Selects'

Treatments Pending: Once an image has been selected it will then be pushed to a 'Treatments' process for retouching.

Treatments Complete: Final retouched images will have a status of 'Treatments Complete'.

Shared: Images with a shared status have been pushed through to Canopy.

The Status filter at the top of the group listings can be used to search across the status of the line items.

## **06. VIEW IMAGES**

Initial images that are uploaded will be the un-touched files.

Select the image to open up a larger preview. These files can be downloaded for use as a lo-res png file for reference.

Once an image has been treated it will display a 'treated file' flag.

Treated Hi-res files will be supplied via FTP. They can also be downloaded from within Altitude by selecting the Downloads icon against the relevant group line.

SEE ATTACHMENT BELOW:

### **Attachments**

- [Altitude\\_View\\_Images\\_ORG.pdf \(31.09 KB\)](#)