Photographic - Selects, kills and alternates process

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

AT A GLANCE:

01. Login

02. Locate brief

03. Locate line item

04. View Selects, Alternates, Kills

05. Review images

06. Make Selections

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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 or description 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 Captures Uploaded 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 already selected, this includes auto selected product shots.

04. VIEW SELECTS, ALTERNATES, KILLS

Select the Actions button against the shot line. Select View Selects, Alternates, Kills

05. REVIEW IMAGES

The selects window will be displayed. There are two views within this window, the comparison view where you can view two images side by side, or the grid view which displays thumbnail of all images. To change between views select the grid icon or comparison icon in the top left panel.

You also have the ability to filter which items to display. Select either All, No action taken, Selected, Alternates or Killed to filter the items.

Review the images either by clicking on the image in grid view or by using the arrows in comparison view to flick through the images.

06. MAKE SELECTIONS

You have the option to either make a select, alternate or kill against each image.
Kill off any images that you do not wish to proceed with. Killed images will have a red border.
Choose alternate for images that you may wish to use as an alternate. Alternate images will have a blue border.

Choose select for your approved image. Selected images will have a green border.

Notify your Wellcom contact once the selects have been made.

Selected images will then move through the treatments process.

SEE ATTACHMENT BELOW:

Attachments

- [Altitude_Selects_QRG.pdf (30.43 KB)](Altitude_Selects_QRG.pdf)