eShare

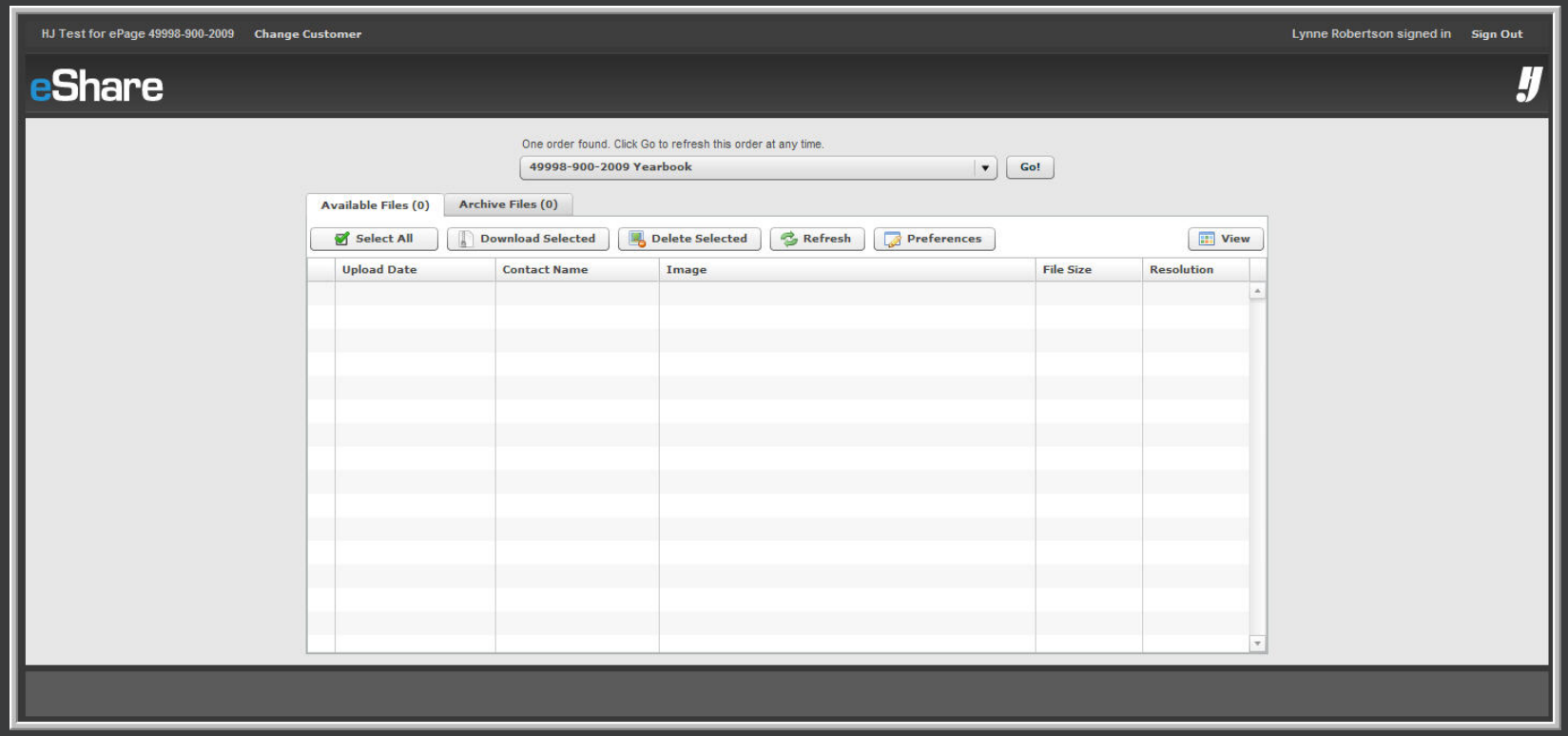
The following
9
Slides will show you
how a yearbook
adviser would access
the uploaded
pictures.

eShare

1. http://www.hjeshare.com/eShareAdmin/

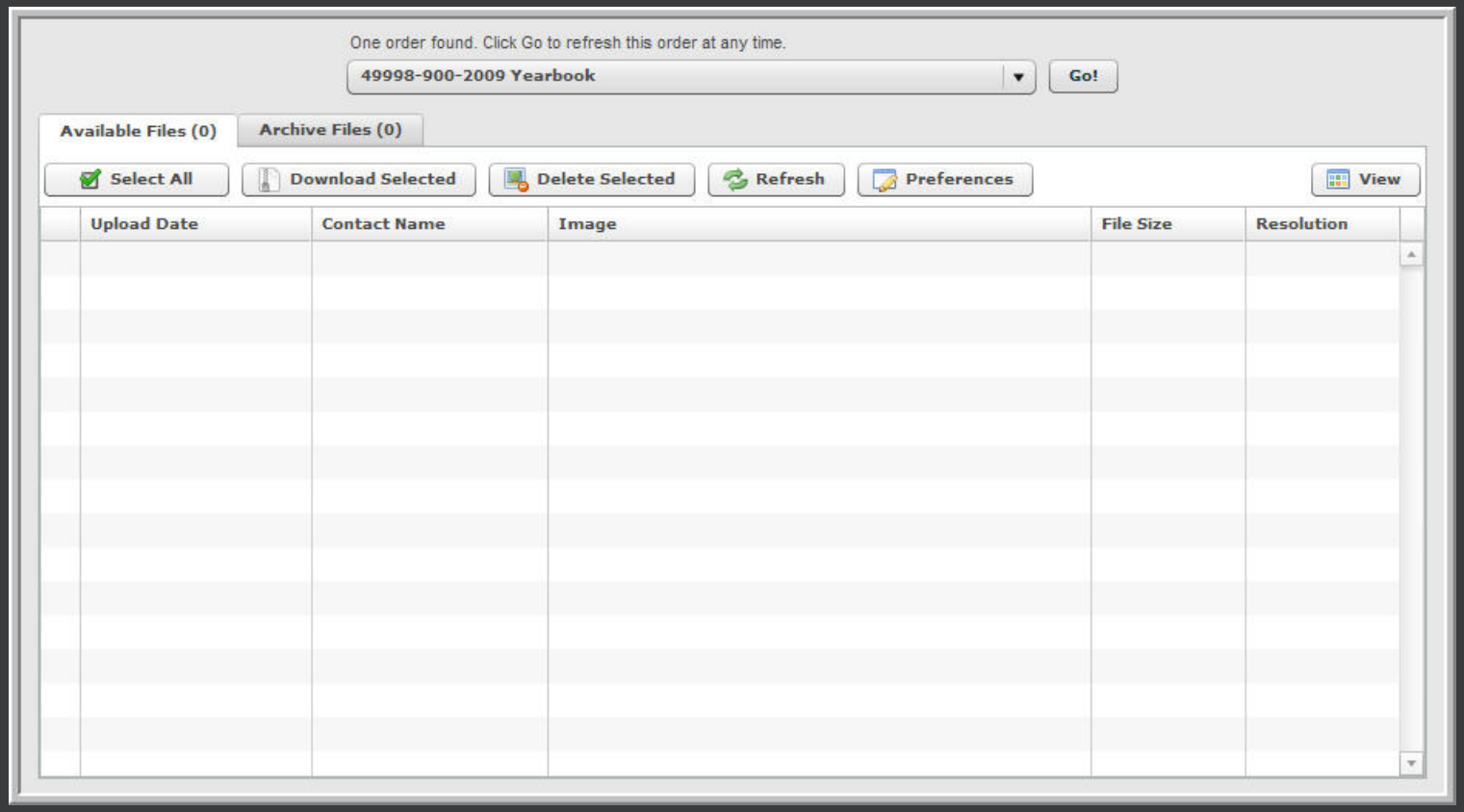
2. Yearbook adviser logs into eShare using their YBAccess user name and password.

eShare



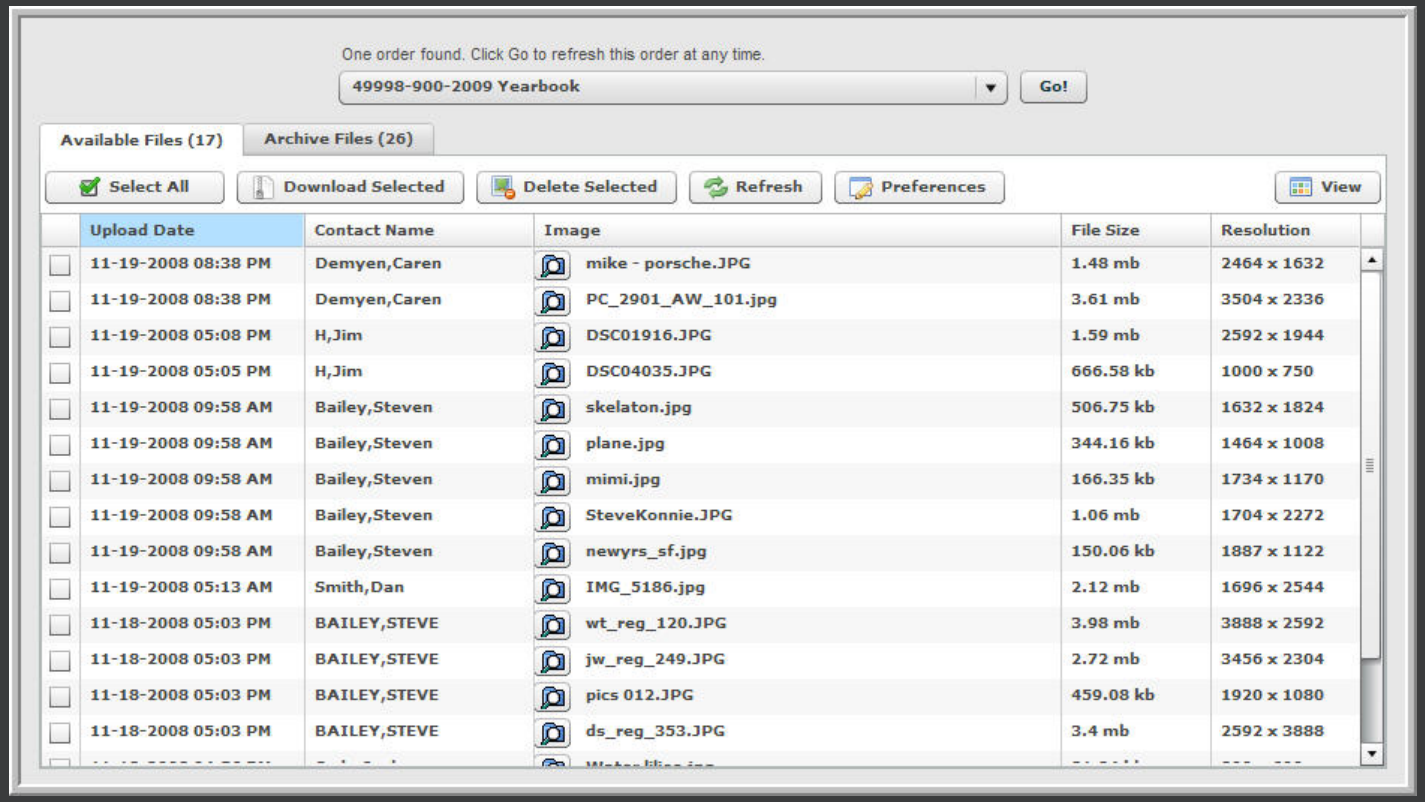
2. The main screen for eShare displays the school name and job number in the upper left hand corner. The adviser's name appears in the upper right hand corner near the Herff Jones logo.

eShare

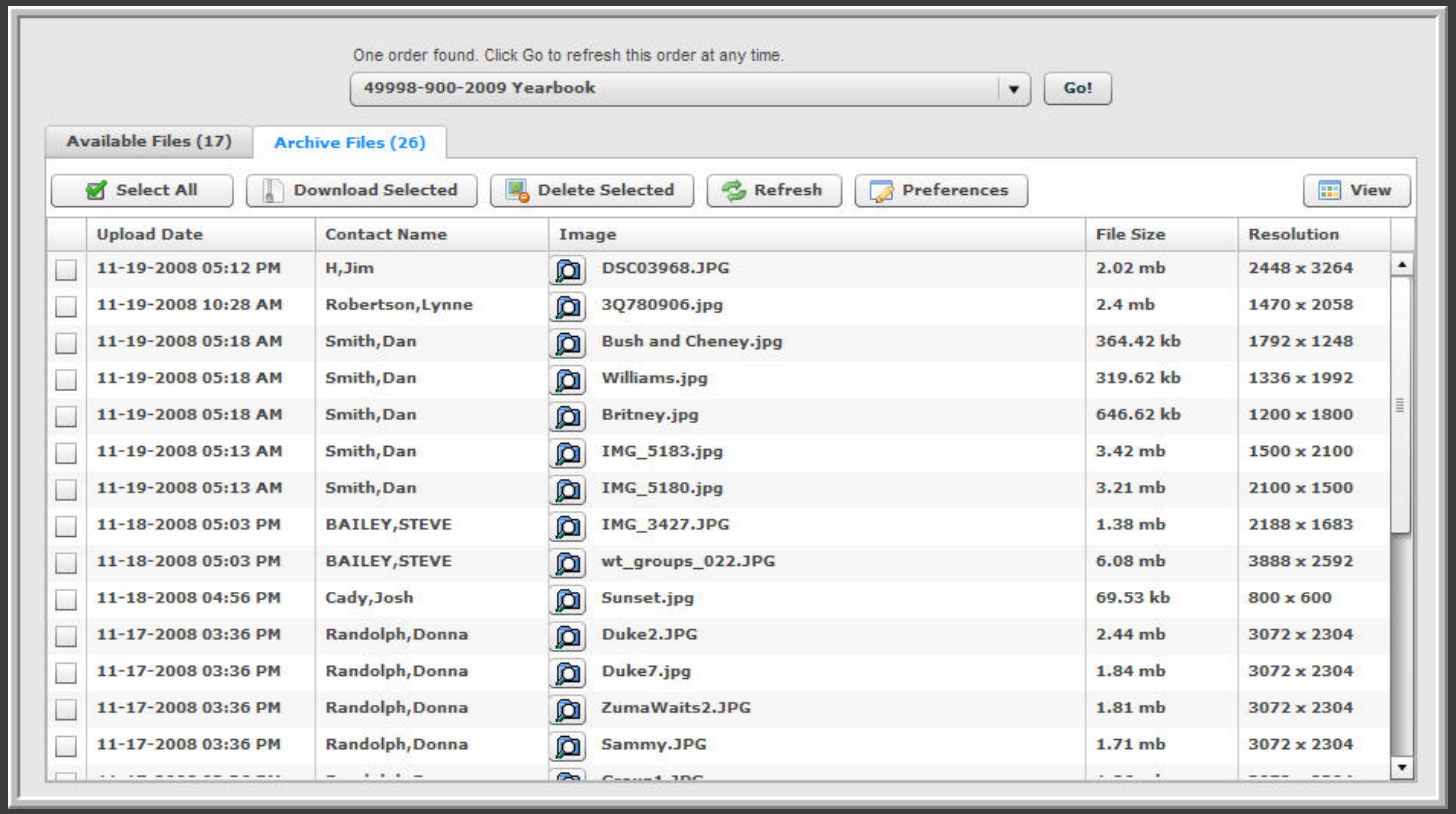


3. A closer look at the main tabs within eShare. To display a list of available images for downloading, adviser selects the appropriate order from the drop down menu and then clicks Go!

eShare

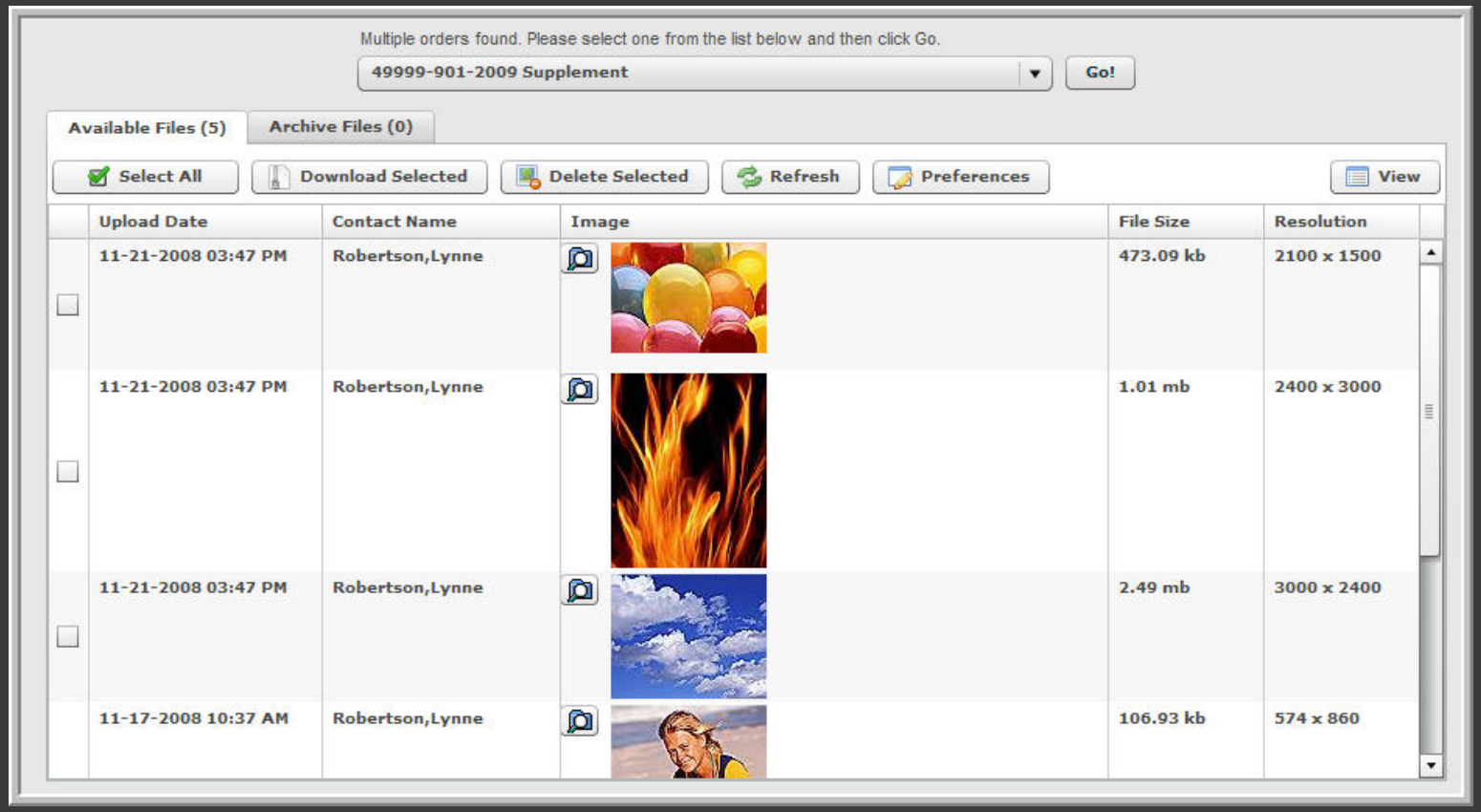


4. From the Available Files tab, one can see all files that have been uploaded, along with the contact name, file name, size, and resolution.
5. Any of these columns may be sorted by clicking on the column header.
6. To download a file, one clicks on the check mark in the 1st column, then clicks on the Download Selected button. One may also delete an image in the same manner but using the Delete Selected button.



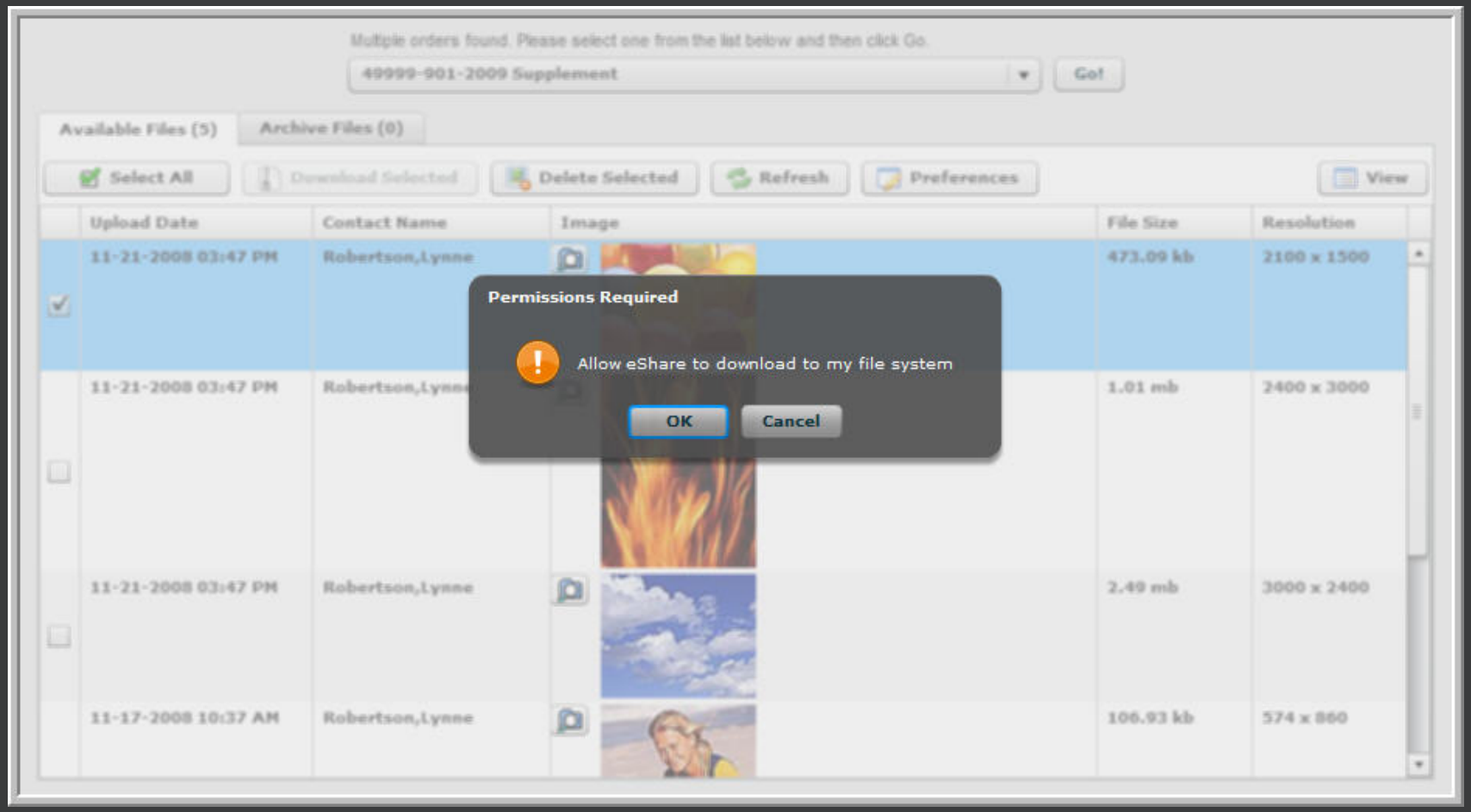
7. Once a file has been downloaded, it is moved from the Available Files tab to the Archive Files tab. All other buttons and functions remain the same.

eShare



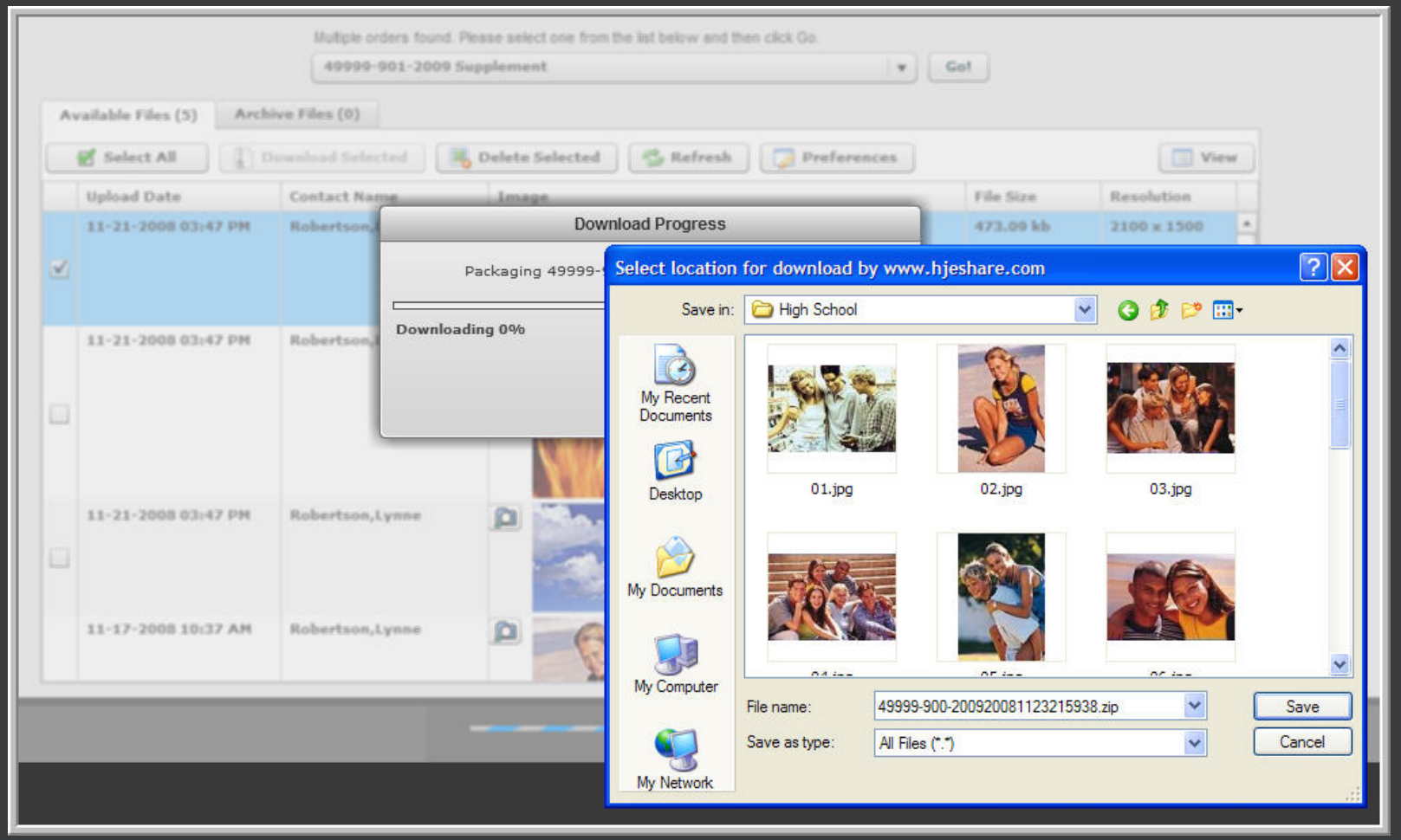
8. The view button allows a user to see the thumbnails of each file.

eShare

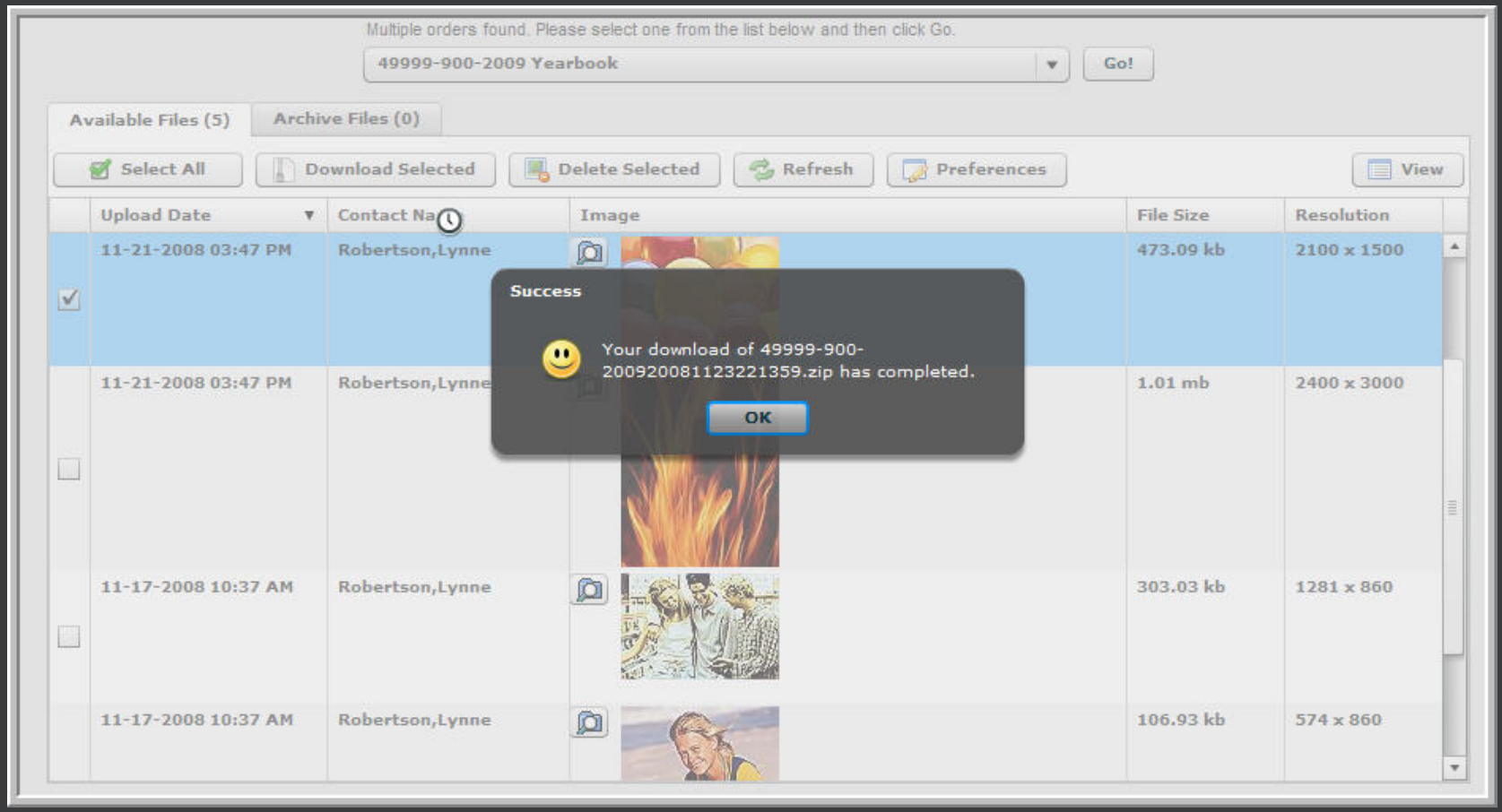


10. When an image is ready to be downloaded, a permission dialog will ask if it's okay for eShare to download an image to the computer.

eShare

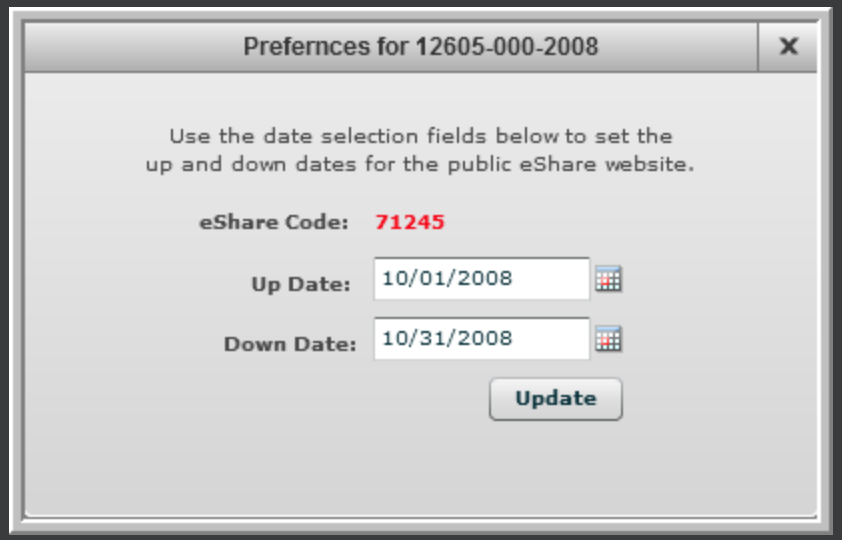


11. User then designates where the file will be downloaded.


Multiple orders found. Please select one from the list below and then click Go.
49999-900-2009 Yearbook
Go!
Available Files (5)
Archive Files (0)
Select All
Download Selected
Delete Selected
Refresh
Preferences
View
Upload Date
Contact Na
Image
File Size
Resolution
11-21-2008 03:47 PM
Robertson,Lynne
473.09 kb
2100 x 1500
11-21-2008 03:47 PM
Robertson,Lynne
1.01 mb
2400 x 3000
11-17-2008 10:37 AM
Robertson,Lynne
303.03 kb
1281 x 860
11-17-2008 10:37 AM
Robertson,Lynne
106.93 kb
574 x 860
Success
Your download of 49999-900-200920081123221359.zip has completed.
OK

12. Success!

eShare

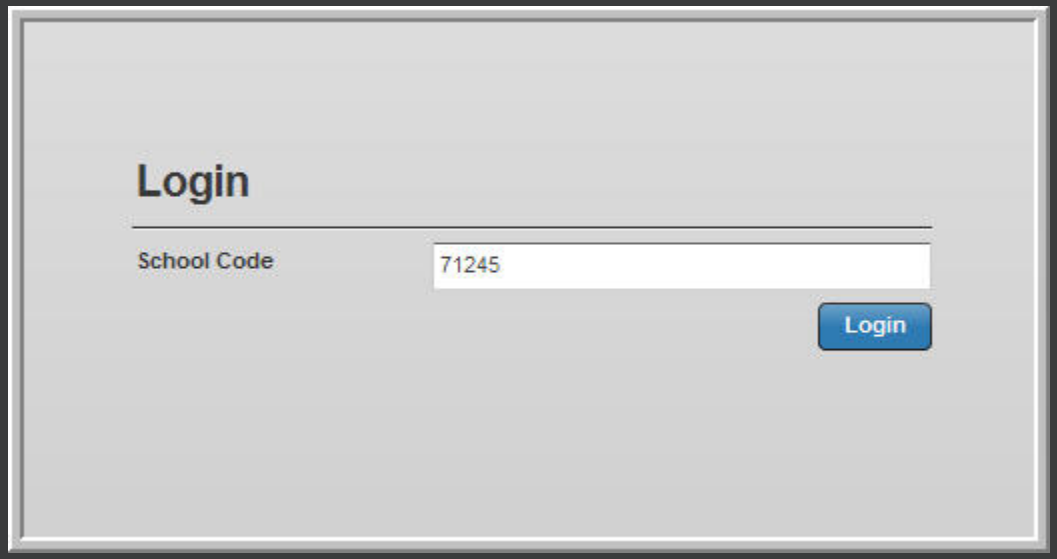


- Final note: From the Preferences tab, the adviser can set the date for when the school is accepting public uploads. The public eShare code is also stored here should the school happen to forget it.

eShare

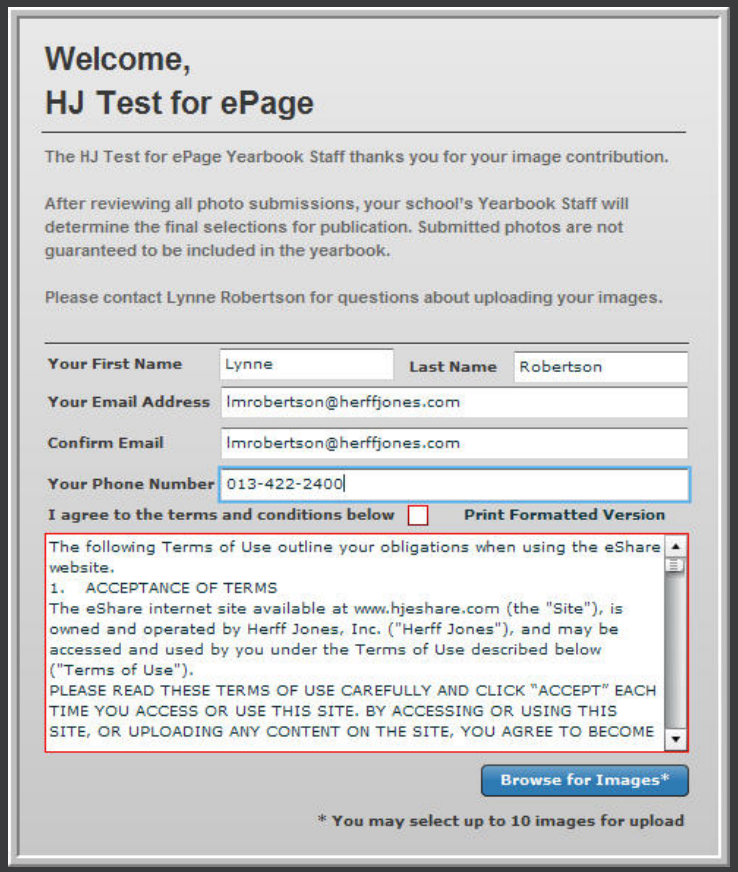
The following
8
Slides will show you
how a student,
parent or community
member would
upload a JPEG photo.

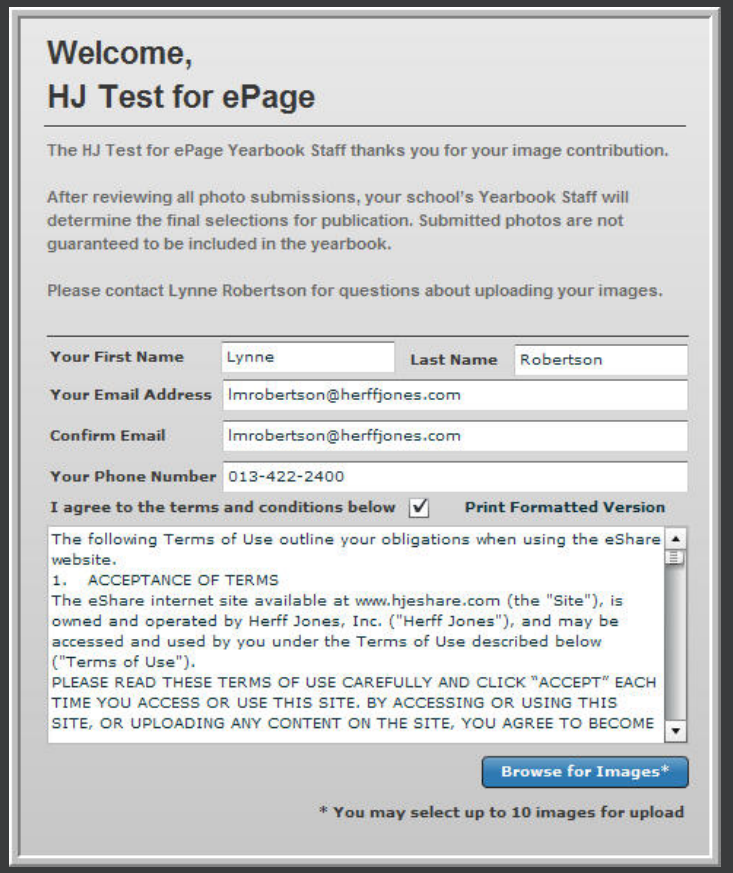
eShare



1. User logs into eShare site at www.hjeshare.com
2. School code is entered. NOTE: code is emailed to both the adviser and sales rep after request is made to the plant either on the Printing Agreement or request to CSA.
3. Click Login to continue.

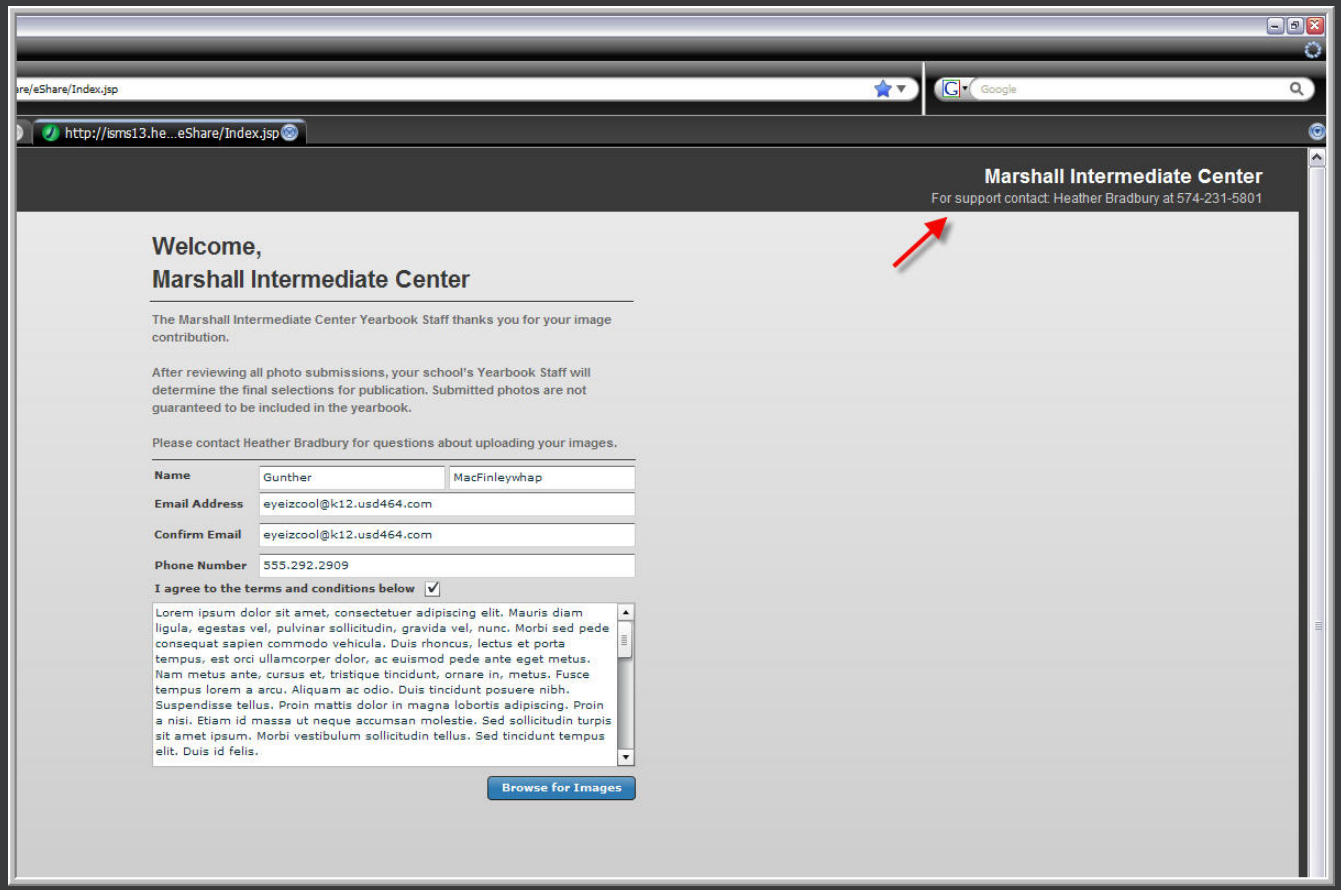
eShare





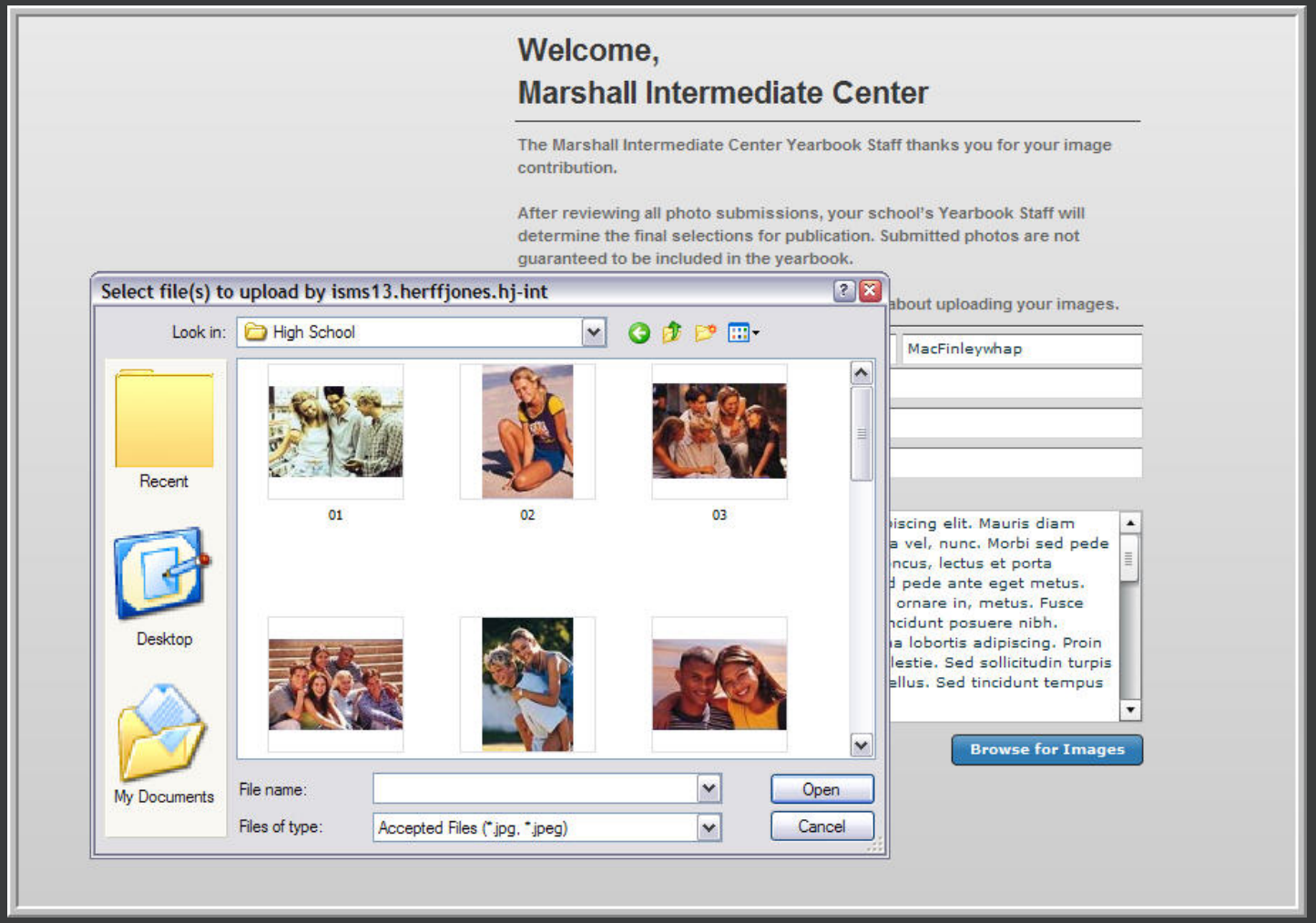
4. User enters name, email address, and phone number. All fields are required.
5. User will need to accept the Terms and Conditions in order to continue. Notice the red outline on the left image indicating a required field. Once the terms and conditions box is checked, the user may proceed.
6. Click Browse for Images to continue.

eShare



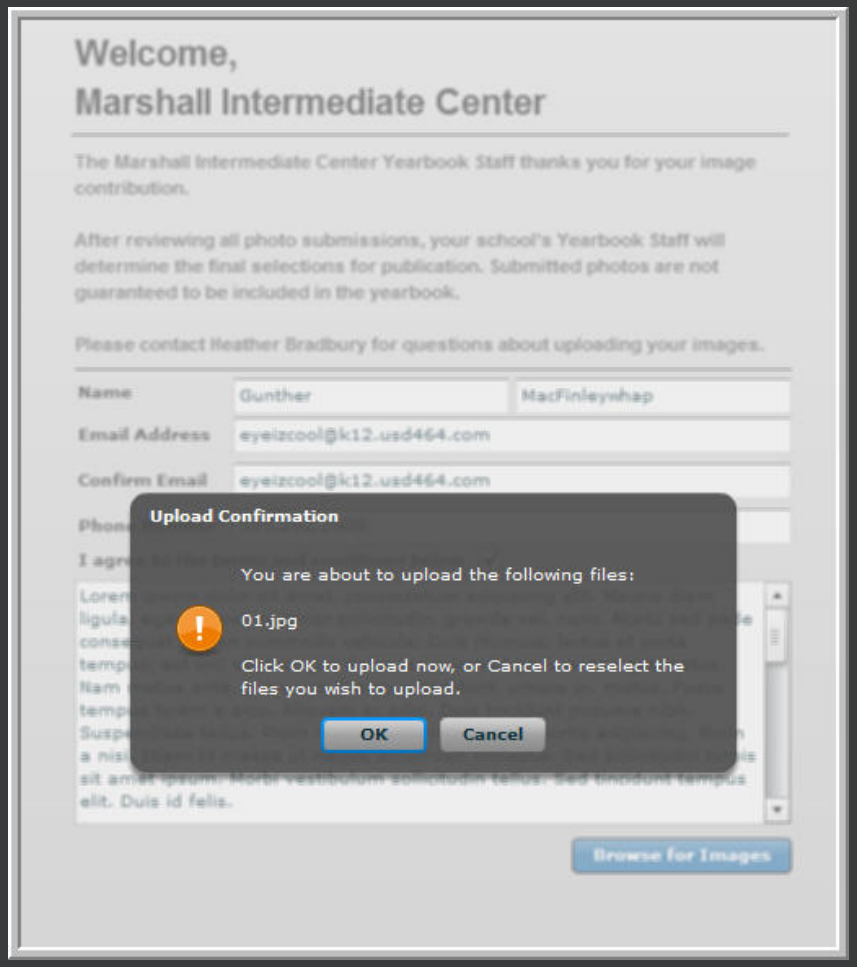
- NOTE: Should the user require support, they are asked to contact the school's yearbook adviser. No Herff Jones contact information is supplied. Should the adviser have questions, they may call Herff Jones for support.

eShare



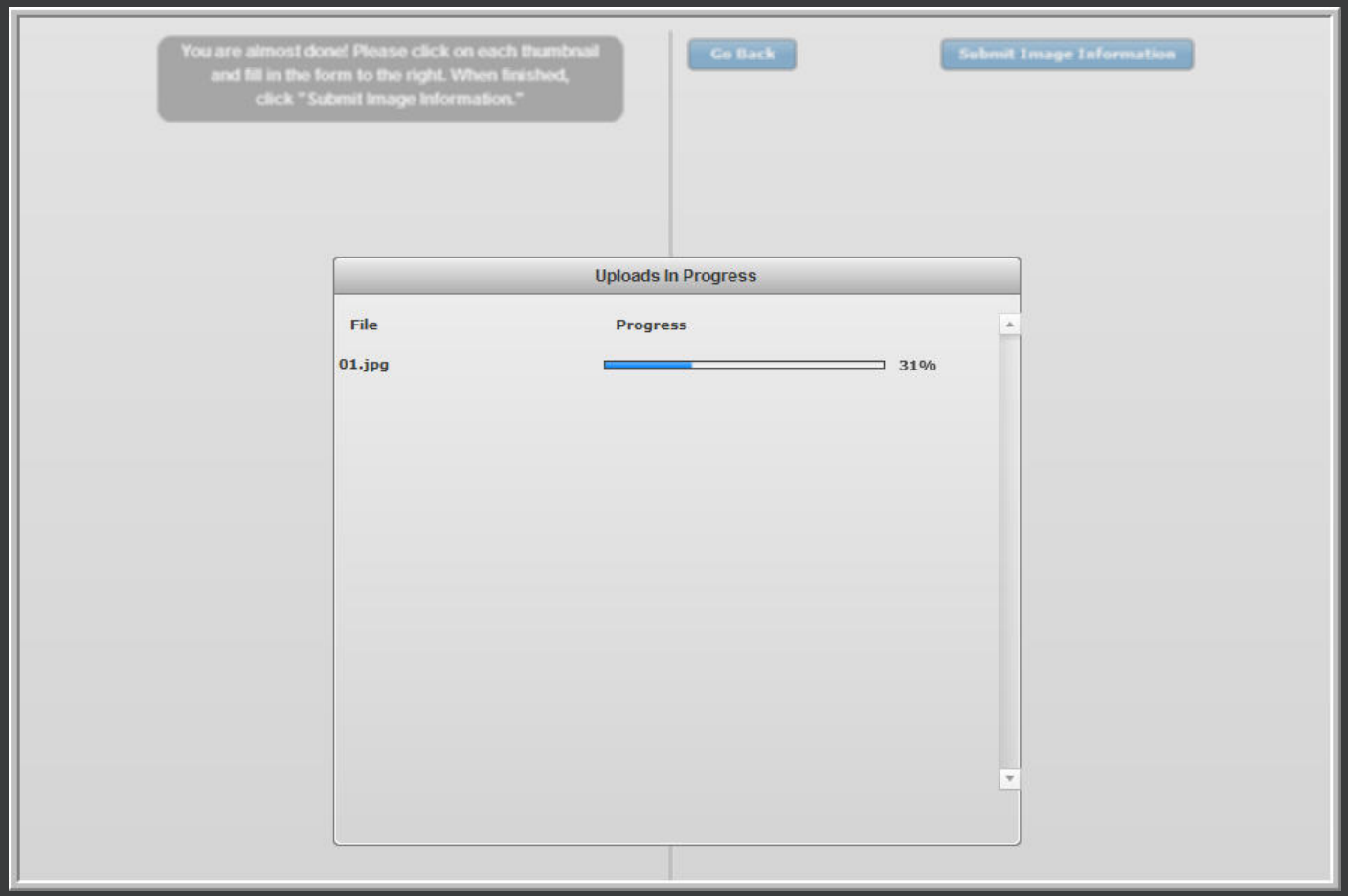
7. User finds and selects the image they wish to upload from their computer. Up to 10 pics may be uploaded at one time. Hooray!

eShare

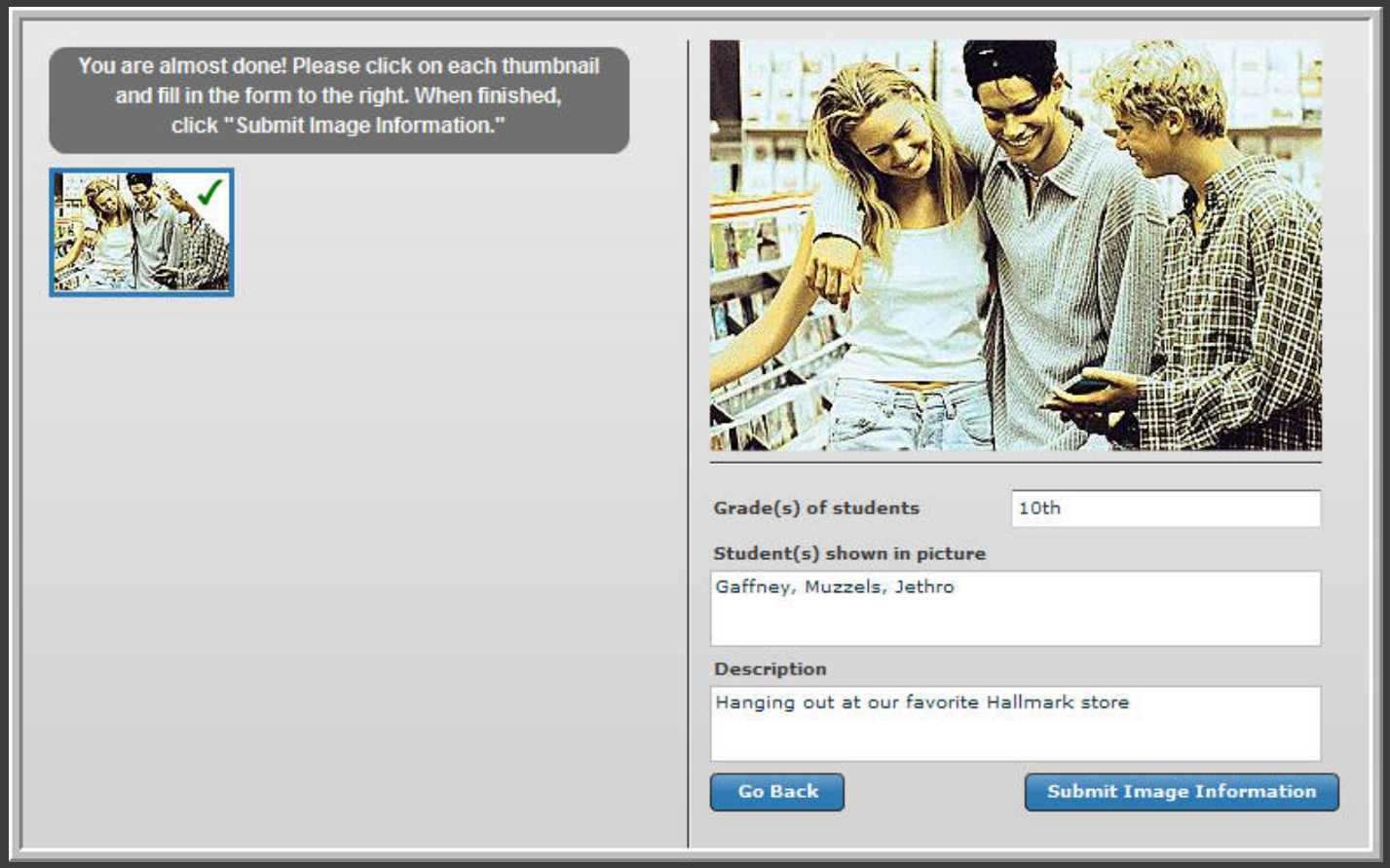


8. The upload confirmation is displayed.

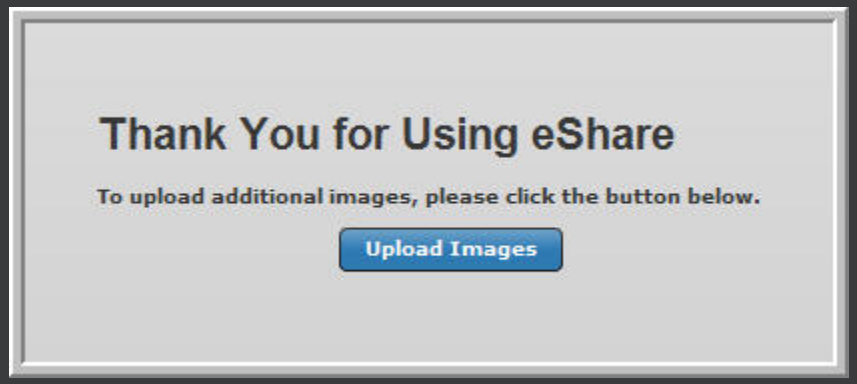
eShare



9. File is uploaded to a Herff Jones server located at the Indy Data Center.



10. Image information is entered as the final step.
11. Grades of students in picture, along with student names and a description are also required.
12. Click Submit Image Information to complete the process.



Wah-lah! Image has been successfully uploaded.

General Trouble Shooting

- Only JPEG files are permitted
- Requires Flash Player 9 (min)
- Refer to System Req PDF