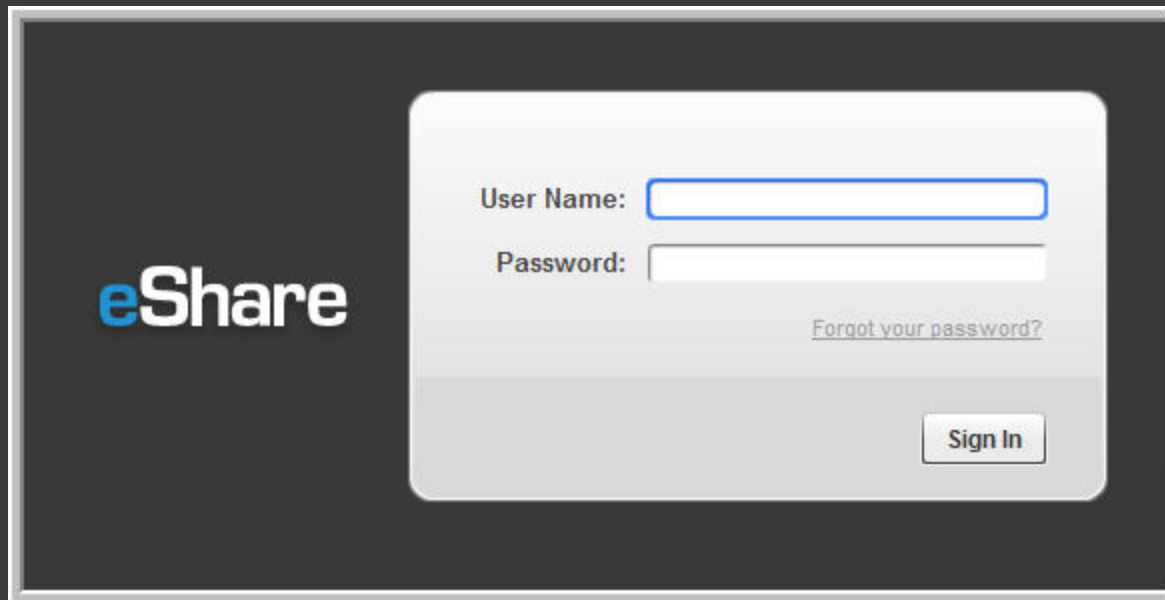


The following

9

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

eShare



eShare

User Name:


Password:

[Forgot your password?](#)

Sign In

1. <http://www.hjeshare.com/eShareAdmin/>
2. Yearbook adviser logs into eShare using their YBAccess user name and password.

HJ Test for ePage 49998-900-2009 Change Customer Lynne Robertson signed in Sign Out

eShare 

One order found. Click Go to refresh this order at any time.

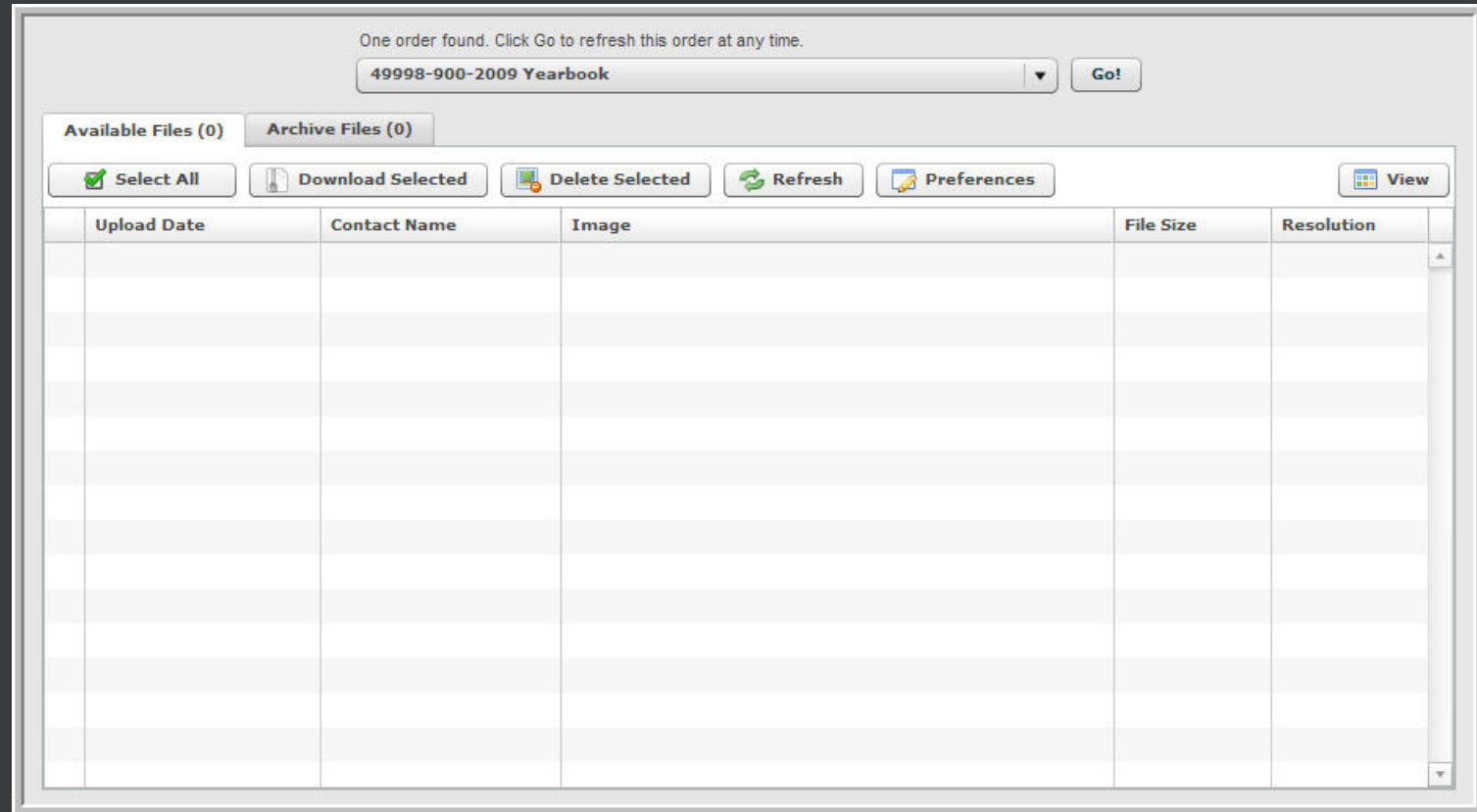
49998-900-2009 Yearbook Go!

Available Files (0) Archive Files (0)

Select All Download Selected Delete Selected Refresh Preferences View

Upload Date	Contact Name	Image	File Size	Resolution

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.



- 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!

One order found. Click Go to refresh this order at any time.

49998-900-2009 Yearbook Go!

Available Files (17) Archive Files (26)

Select All
Download Selected
Delete Selected
Refresh
Preferences
View

	Upload Date	Contact Name	Image	File Size	Resolution
<input type="checkbox"/>	11-19-2008 08:38 PM	Demyen,Caren	mike - porsche.JPG	1.48 mb	2464 x 1632
<input type="checkbox"/>	11-19-2008 08:38 PM	Demyen,Caren	PC_2901_AW_101.jpg	3.61 mb	3504 x 2336
<input type="checkbox"/>	11-19-2008 05:08 PM	H,Jim	DSC01916.JPG	1.59 mb	2592 x 1944
<input type="checkbox"/>	11-19-2008 05:05 PM	H,Jim	DSC04035.JPG	666.58 kb	1000 x 750
<input type="checkbox"/>	11-19-2008 09:58 AM	Bailey,Steven	skelaton.jpg	506.75 kb	1632 x 1824
<input type="checkbox"/>	11-19-2008 09:58 AM	Bailey,Steven	plane.jpg	344.16 kb	1464 x 1008
<input type="checkbox"/>	11-19-2008 09:58 AM	Bailey,Steven	mimi.jpg	166.35 kb	1734 x 1170
<input type="checkbox"/>	11-19-2008 09:58 AM	Bailey,Steven	SteveKonnie.JPG	1.06 mb	1704 x 2272
<input type="checkbox"/>	11-19-2008 09:58 AM	Bailey,Steven	newyrs_sf.jpg	150.06 kb	1887 x 1122
<input type="checkbox"/>	11-19-2008 05:13 AM	Smith,Dan	IMG_5186.jpg	2.12 mb	1696 x 2544
<input type="checkbox"/>	11-18-2008 05:03 PM	BAILEY,STEVE	wt_reg_120.JPG	3.98 mb	3888 x 2592
<input type="checkbox"/>	11-18-2008 05:03 PM	BAILEY,STEVE	jw_reg_249.JPG	2.72 mb	3456 x 2304
<input type="checkbox"/>	11-18-2008 05:03 PM	BAILEY,STEVE	pics 012.JPG	459.08 kb	1920 x 1080
<input type="checkbox"/>	11-18-2008 05:03 PM	BAILEY,STEVE	ds_reg_353.JPG	3.4 mb	2592 x 3888















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.

One order found. Click Go to refresh this order at any time.

49998-900-2009 Yearbook Go!

Available Files (17) **Archive Files (26)**

Select All
 Download Selected
 Delete Selected
 Refresh
 Preferences

	Upload Date	Contact Name	Image	File Size	Resolution
<input type="checkbox"/>	11-19-2008 05:12 PM	H,Jim	 DSC03968.JPG	2.02 mb	2448 x 3264
<input type="checkbox"/>	11-19-2008 10:28 AM	Robertson,Lynne	 3Q780906.jpg	2.4 mb	1470 x 2058
<input type="checkbox"/>	11-19-2008 05:18 AM	Smith,Dan	 Bush and Cheney.jpg	364.42 kb	1792 x 1248
<input type="checkbox"/>	11-19-2008 05:18 AM	Smith,Dan	 Williams.jpg	319.62 kb	1336 x 1992
<input type="checkbox"/>	11-19-2008 05:18 AM	Smith,Dan	 Britney.jpg	646.62 kb	1200 x 1800
<input type="checkbox"/>	11-19-2008 05:13 AM	Smith,Dan	 IMG_5183.jpg	3.42 mb	1500 x 2100
<input type="checkbox"/>	11-19-2008 05:13 AM	Smith,Dan	 IMG_5180.jpg	3.21 mb	2100 x 1500
<input type="checkbox"/>	11-18-2008 05:03 PM	BAILEY,STEVE	 IMG_3427.JPG	1.38 mb	2188 x 1683
<input type="checkbox"/>	11-18-2008 05:03 PM	BAILEY,STEVE	 wt_groups_022.JPG	6.08 mb	3888 x 2592
<input type="checkbox"/>	11-18-2008 04:56 PM	Cady,Josh	 Sunset.jpg	69.53 kb	800 x 600
<input type="checkbox"/>	11-17-2008 03:36 PM	Randolph,Donna	 Duke2.JPG	2.44 mb	3072 x 2304
<input type="checkbox"/>	11-17-2008 03:36 PM	Randolph,Donna	 Duke7.jpg	1.84 mb	3072 x 2304
<input type="checkbox"/>	11-17-2008 03:36 PM	Randolph,Donna	 ZumaWaits2.JPG	1.81 mb	3072 x 2304
<input type="checkbox"/>	11-17-2008 03:36 PM	Randolph,Donna	 Sammy.JPG	1.71 mb	3072 x 2304





- 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.

Multiple orders found. Please select one from the list below and then click Go.

49999-901-2009 Supplement Go!

Available Files (5) Archive Files (0)

Select All Download Selected Delete Selected Refresh Preferences View





	Upload Date	Contact Name	Image	File Size	Resolution
<input type="checkbox"/>	11-21-2008 03:47 PM	Robertson,Lynne		473.09 kb	2100 x 1500
<input type="checkbox"/>	11-21-2008 03:47 PM	Robertson,Lynne		1.01 mb	2400 x 3000
<input type="checkbox"/>	11-21-2008 03:47 PM	Robertson,Lynne		2.49 mb	3000 x 2400
	11-17-2008 10:37 AM	Robertson,Lynne		106.93 kb	574 x 860

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


Multiple orders found. Please select one from the list below and then click Go.

49999-901-2009 Supplement

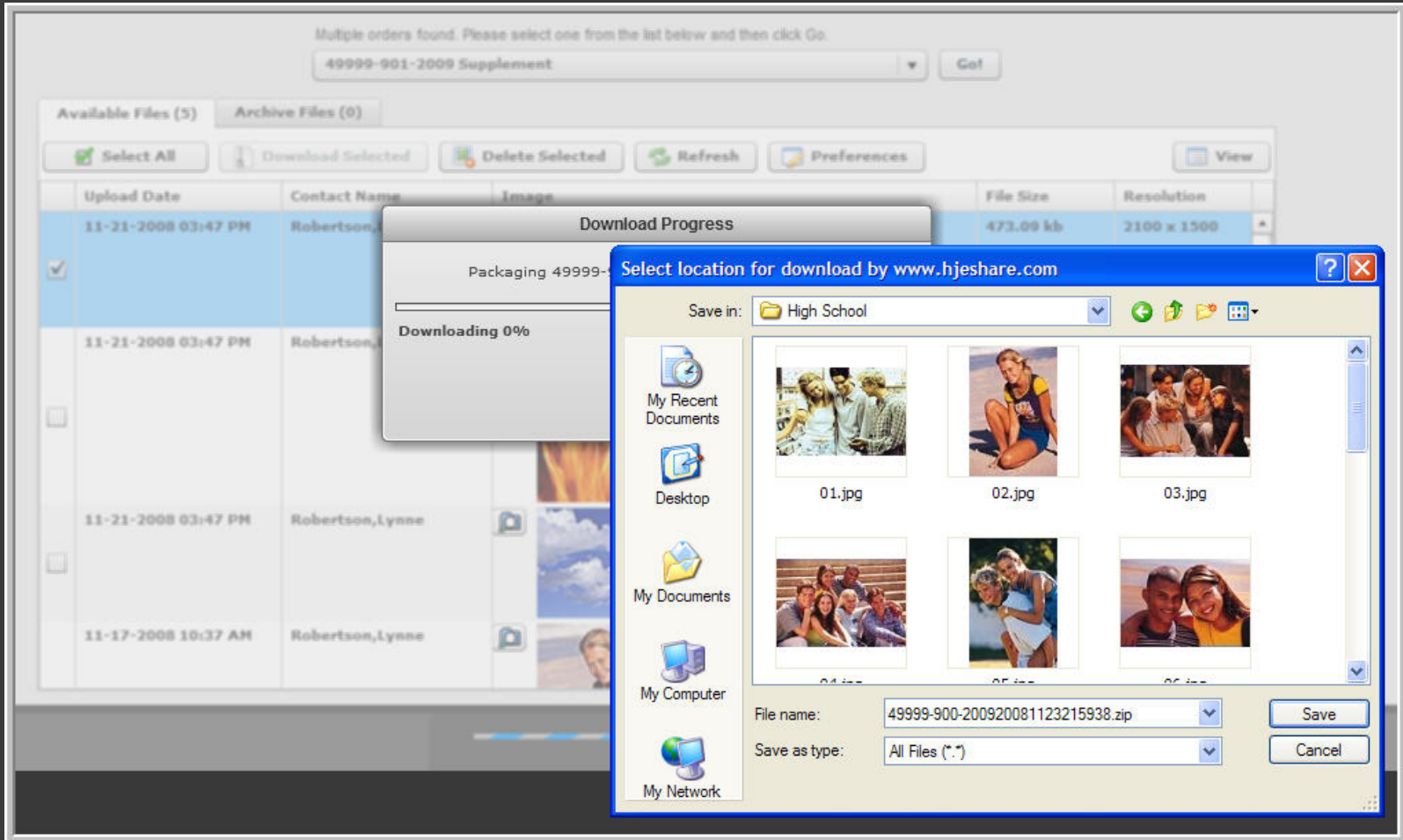
Available Files (5) Archive Files (0)

Upload Date	Contact Name	Image	File Size	Resolution
<input checked="" type="checkbox"/> 11-21-2008 03:47 PM	Robertson, Lynne		473.09 kb	2100 x 1500
<input type="checkbox"/> 11-21-2008 03:47 PM	Robertson, Lynne		1.01 mb	2400 x 3000
<input type="checkbox"/> 11-21-2008 03:47 PM	Robertson, Lynne		2.49 mb	3000 x 2400
<input type="checkbox"/> 11-17-2008 10:37 AM	Robertson, Lynne		106.93 kb	574 x 860

Permissions Required

 Allow eShare to download to my file system

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.



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 Name	Image	File Size	Resolution
<input checked="" type="checkbox"/>	11-21-2008 03:47 PM	Robertson, Lynne		473.09 kb	2100 x 1500
<input type="checkbox"/>	11-21-2008 03:47 PM	Robertson, Lynne		1.01 mb	2400 x 3000
<input type="checkbox"/>	11-17-2008 10:37 AM	Robertson, Lynne		303.03 kb	1281 x 860
<input type="checkbox"/>	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!

Preferences for 12605-000-2008

Use the date selection fields below to set the up and down dates for the public eShare website.

eShare Code: **71245**

Up Date: 

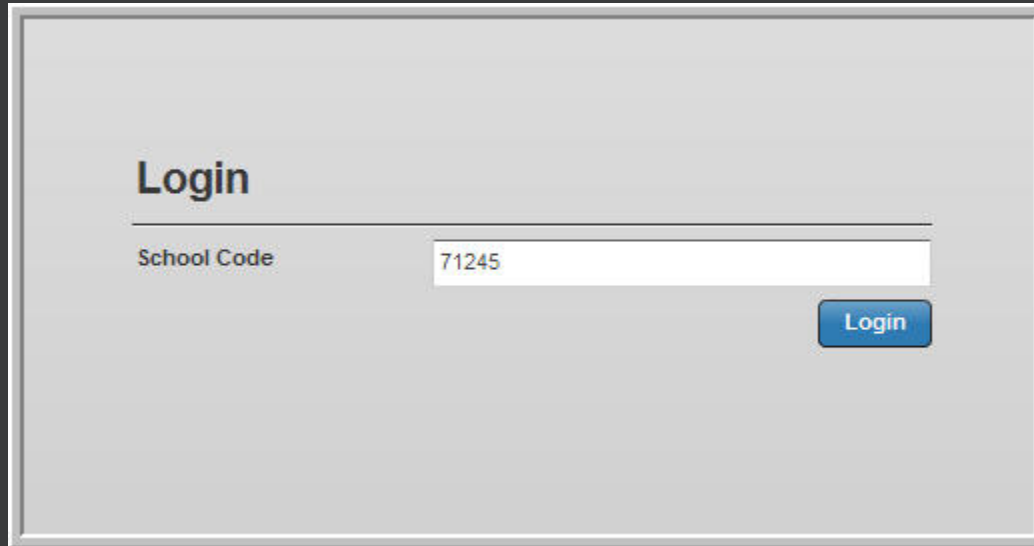
Down Date: 

- 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.

The following

8

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



Login

School Code

Login

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.

Welcome, HJ Test for ePage

The HJ Test for ePage Yearbook Staff thanks you for your image contribution.

After reviewing all photo submissions, your school's Yearbook Staff will determine the final selections for publication. Submitted photos are not guaranteed to be included in the yearbook.

Please contact Lynne Robertson for questions about uploading your images.

Your First Name	Lynne	Last Name	Robertson
Your Email Address	lmrobertson@herffjones.com		
Confirm Email	lmrobertson@herffjones.com		
Your Phone Number	013-422-2400		

I agree to the terms and conditions below [Print Formatted Version](#)

The following Terms of Use outline your obligations when using the eShare website.

1. ACCEPTANCE OF TERMS
The eShare internet site available at www.hjeshare.com (the "Site"), is owned and operated by Herff Jones, Inc. ("Herff Jones"), and may be accessed and used by you under the Terms of Use described below ("Terms of Use").
PLEASE READ THESE TERMS OF USE CAREFULLY AND CLICK "ACCEPT" EACH TIME YOU ACCESS OR USE THIS SITE. BY ACCESSING OR USING THIS SITE, OR UPLOADING ANY CONTENT ON THE SITE, YOU AGREE TO BECOME

[Browse for Images*](#)

* You may select up to 10 images for upload

Welcome, HJ Test for ePage

The HJ Test for ePage Yearbook Staff thanks you for your image contribution.

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Your First Name	Lynne	Last Name	Robertson
Your Email Address	lmrobertson@herffjones.com		
Confirm Email	lmrobertson@herffjones.com		
Your Phone Number	013-422-2400		

I agree to the terms and conditions below [Print Formatted Version](#)

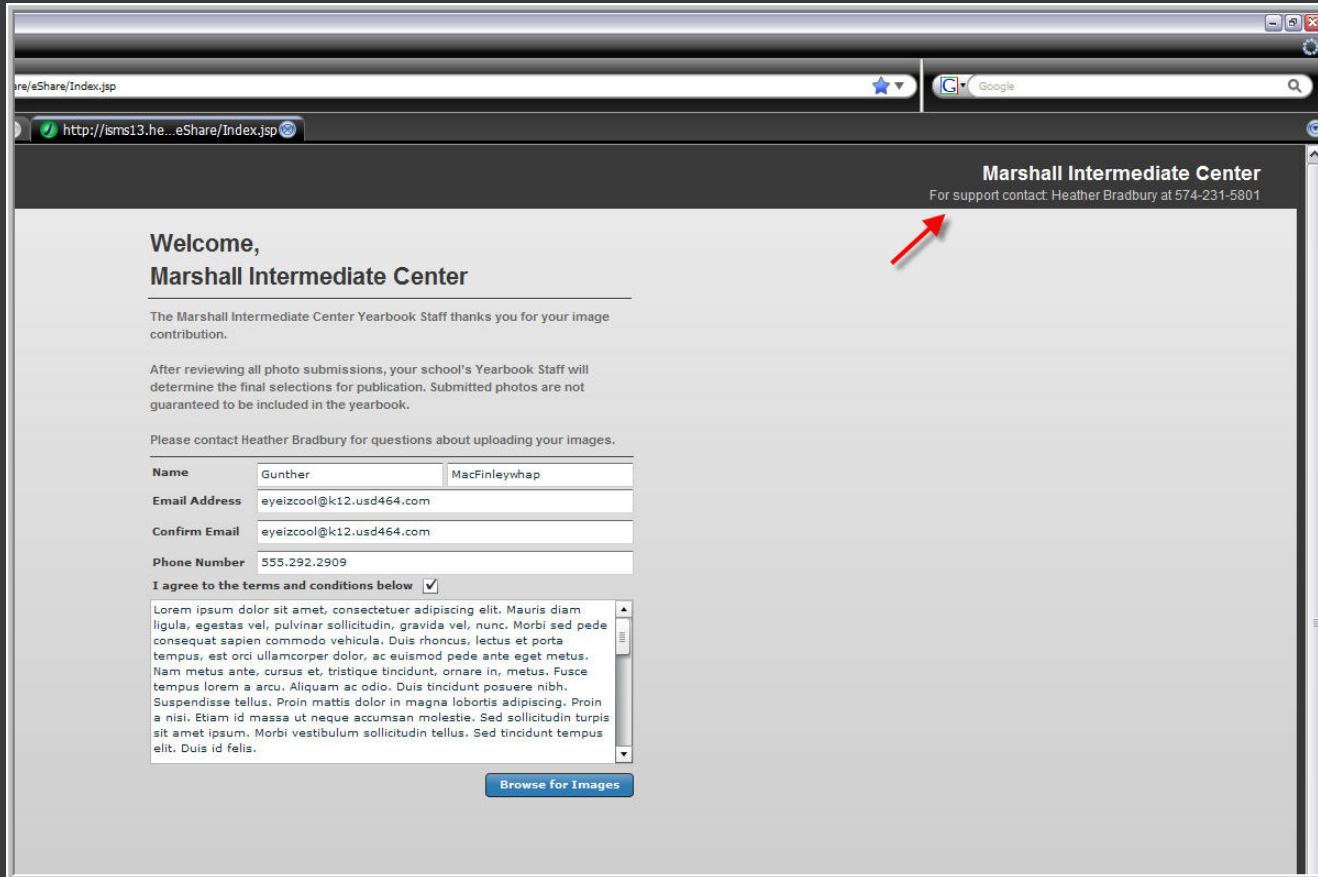
The following Terms of Use outline your obligations when using the eShare website.

1. ACCEPTANCE OF TERMS
The eShare internet site available at www.hjeshare.com (the "Site"), is owned and operated by Herff Jones, Inc. ("Herff Jones"), and may be accessed and used by you under the Terms of Use described below ("Terms of Use").
PLEASE READ THESE TERMS OF USE CAREFULLY AND CLICK "ACCEPT" EACH TIME YOU ACCESS OR USE THIS SITE. BY ACCESSING OR USING THIS SITE, OR UPLOADING ANY CONTENT ON THE SITE, YOU AGREE TO BECOME

[Browse for Images*](#)

* You may select up to 10 images for upload

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.



http://sms13.he...eShare/Index.jsp

Marshall Intermediate Center
For support contact: Heather Bradbury at 574-231-5801

Welcome,
Marshall Intermediate Center

The Marshall Intermediate Center Yearbook Staff thanks you for your image contribution.

After reviewing all photo submissions, your school's Yearbook Staff will determine the final selections for publication. Submitted photos are not guaranteed to be included in the yearbook.

Please contact Heather Bradbury for questions about uploading your images.

Name Gunther MacFinleywhap

Email Address eyeizcool@k12.usd464.com

Confirm Email eyeizcool@k12.usd464.com

Phone Number 555.292.2909

I agree to the terms and conditions below

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris diam ligula, egestas vel, pulvinar sollicitudin, gravida vel, nunc. Morbi sed pede consequat sapien commodo vehicula. Duis rhoncus, lectus et porta tempus, est orci ullamcorper dolor, ac euismod pede ante eget metus. Nam metus ante, cursus et, tristique tincidunt, ornare in, metus. Fusce tempus lorem a arcu. Aliquam ac odio. Duis tincidunt posuere nibh. Suspendisse tellus. Proin mattis dolor in magna lobortis adipiscing. Proin a nisi. Etiam id massa ut neque accumsan molestie. Sed sollicitudin turpis sit amet ipsum. Morbi vestibulum sollicitudin tellus. Sed tincidunt tempus elit. Duis id felis.

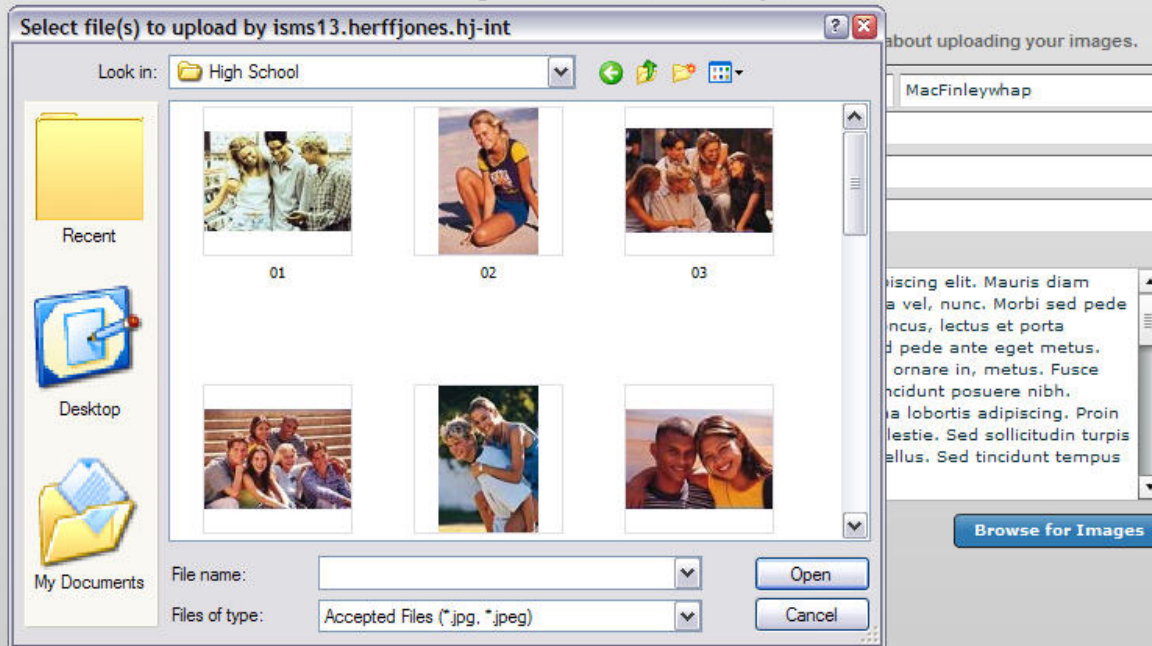
[Browse for Images](#)

- 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.

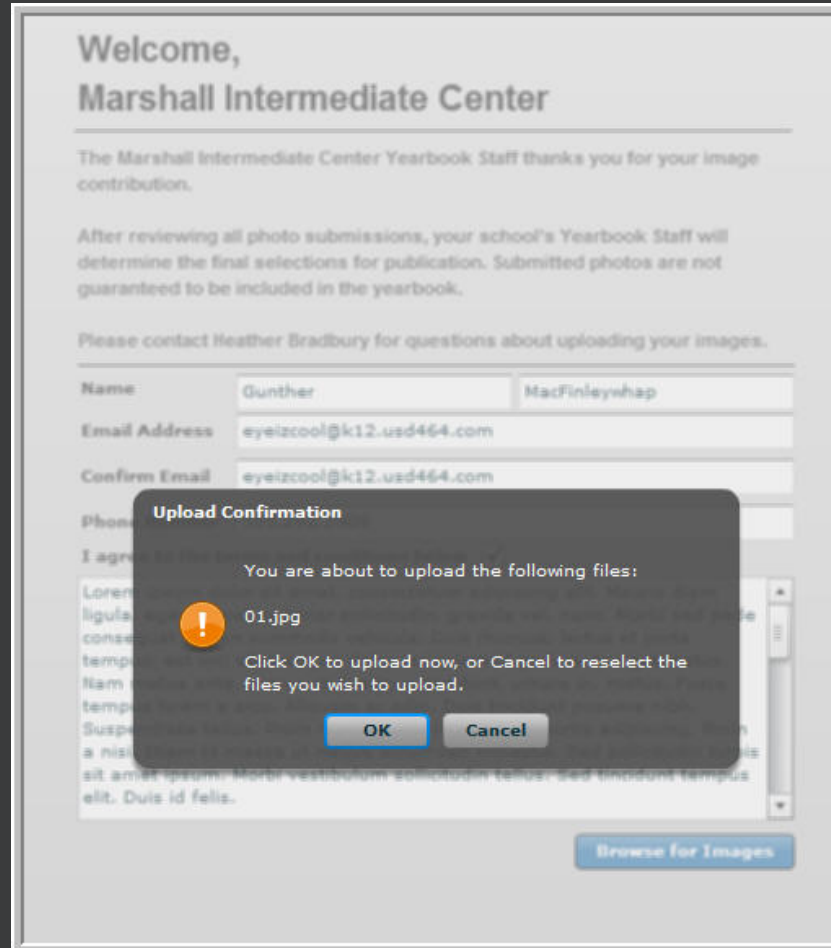
Welcome, Marshall Intermediate Center

The Marshall Intermediate Center Yearbook Staff thanks you for your image contribution.

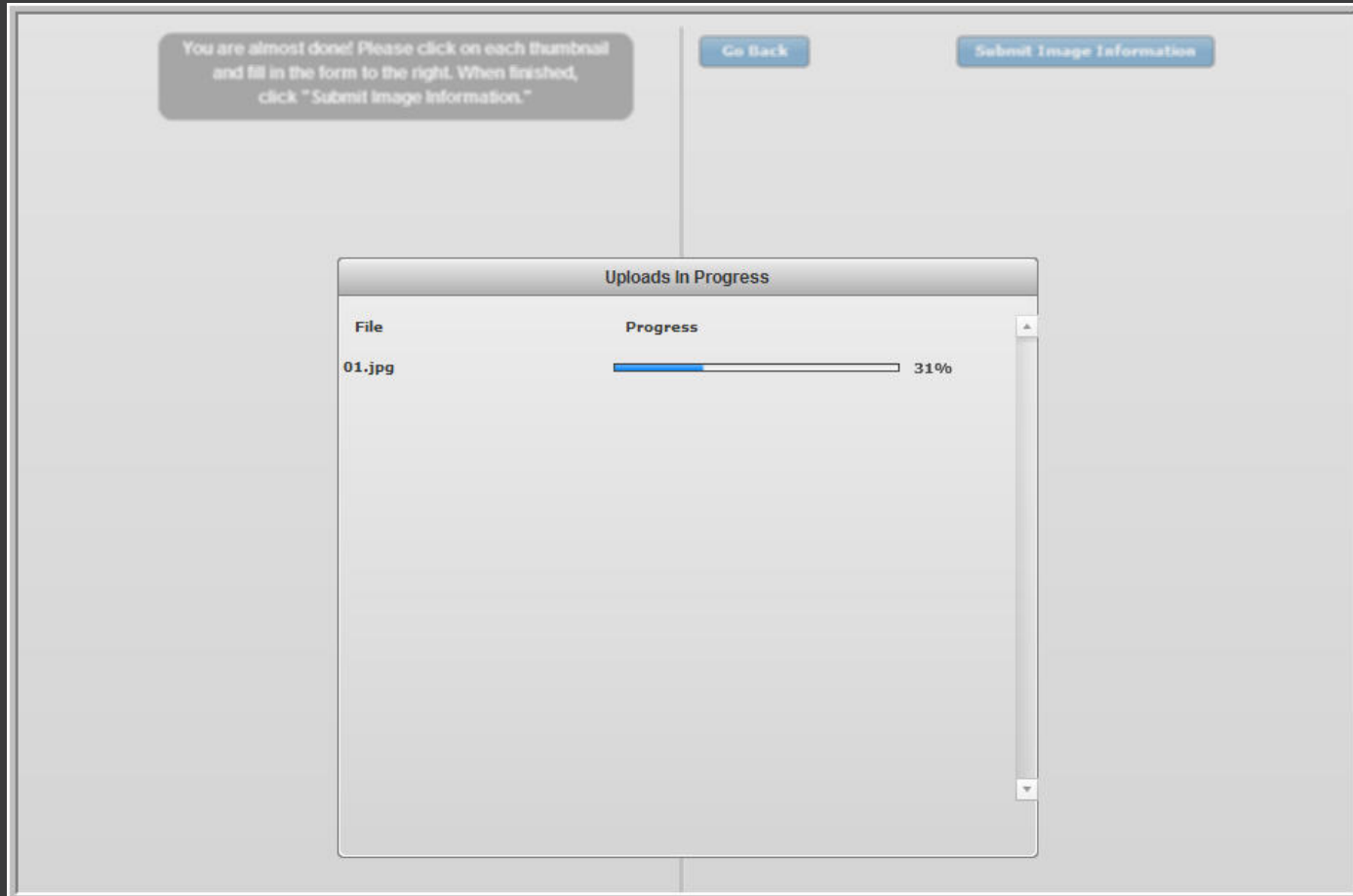
After reviewing all photo submissions, your school's Yearbook Staff will determine the final selections for publication. Submitted photos are not guaranteed to be included in the yearbook.



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!



8. The upload confirmation is displayed.



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

You are almost done! Please click on each thumbnail and fill in the form to the right. When finished, click "Submit Image Information."



Grade(s) of students

Student(s) shown in picture

Description

[Go Back](#)

[Submit Image Information](#)

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