

INVISION POWER GALLERY Administrator Manual

Version: 2.2.X



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About IP.Gallery

Introduction

The Invision Power Gallery software is a full featured component for the Invision Power Board software solution. It is available for all your picture-hosting needs. It offers IP.Board community administrators the capability to offer their members the ability to share and/or store photos. Members can post their images in personal albums and/or categories, depending on the community administrator's setup.

This document will provide the information needed to setup, administrate, and use IP.Gallery.

Product Features

Installation & Setup

IP.Gallery uses a centralized installation and upgrading script to make both installing IP.Gallery and updating IP.Gallery a breeze. With the guided installation and upgrade processes, each upgrade is just a matter of logging in, and clicking 'Continue'. It couldn't be simpler.

Administration Features

Every detail relevant to the administration of your IP.Gallery is available to you from the IP.Board administration panel. Administration is a breeze with IP.Gallery's carefully thought out configuration options and features.

IP.Board Integration

There is no other gallery software on the market that integrates with IP.Board as seamlessly as IP.Gallery. Once installed, IP.Gallery will feel just like a native part of your existing IP.Board. You and your members will be able to start using it right away without a learning curve.

Category & Album Management

IP.Gallery can allow your members to create categories, subcategories, and albums to group their images, just like you might create a photo album of actual physical photographs. Allowing your members to create albums gives them more sense of control of their images.

Moderation Features

IP.Gallery allows administrators to easily setup moderators who can be left to perform the daily routine tasks necessary for the IP.Gallery to run smoothly, leaving you with more time to deal with the important aspects of running your site.

Statistics

In the administration section for IP.Gallery, you get an overview of important statistics and reports. It has never been easier to access the information you need to keep your site running smoothly and your members happy.

Submitting Images

IP.Gallery removes all of the unnecessary backend procedures making the image submission process as simple and clear as possible, leaving you and your users with an easy-to-use method of sharing photos with one another.

Rating System

You want your community to be a place for open discussion. IP.Gallery gives you another opportunity to broaden your discussion by allowing you, or your members to rate images within your IP.Gallery.

Image Processing

IP.Gallery supports both GD and ImageMagik for image manipulation. This provides you with the control over quality, file size, dimensions, and watermarking of our images.

Bulk Uploading

IP.Gallery has the ability to process bulk uploaded images via zip compression format. They can then be imported to the selected category or album.

Image Subscriptions

IP.Gallery allows members to subscribe to selected images. This allows for an easy method for tracking image comments and traffic.

Administrator Guide

IP.Gallery Installation Guide

Requirements

Before installing your Invision Power Gallery, you will need to make sure you meet the following requirements.

- Working, version compatible installation of IP.Board

NOTE

Please refer to <http://community.ipslink.com/gallery/> for compatible IP.Board versions.

- One of the following image suites:
 - GD 1.6.2
 - GD 2.0
 - ImageMagik
- An IP.Board administrator account for your board

Uploading the Files

The download package, zip archive, contains all the Invision Power Gallery files within the directory named upload, located in `./gallery/ upload/`. The entire contents of this directory need to be uploaded to your root IP.Board directory on your web server, via an FTP client.

TIP

Your root IP.Board directory is the base directory of the IP.Board installation where you will be installing IP.Gallery. This is the directory containing such files as: `conf_global.php`, `index.php`, and `init.php`.

Running the Component Installer

Now that you uploaded the IP.Gallery files from the download package, your next step is to run the web based installer, similar to the one used for IP.Board.

- 1 Launch your browser and access the installer by going to `http://www.example.com/forum/gallery_setup/index.php` where `http://www.example.com/` is your domain name and `/forum/` is directory where your IP.Board is installed and you uploaded your IP.Gallery files.
- 2 You will be prompted for your forum Username and Password. To run the installer, the account you provide must be an account with administrator privileges.
- 3 Review the End User License Agreement (EULA) and tick the box if you agree. Then click **Next** to proceed.
- 4 Invision Power Gallery is now ready to install. Click **Start Installation** to proceed. The install procedure will begin and you will be shown what is happening. Once completed, you will be prompted with a screen with some links you may find useful. Your installation is now complete. Before using your IP.Gallery, refer to the initial IP.Gallery Configuration section.

Upgrading IP.Gallery

The process of upgrading IP.Gallery, to the latest released version, is done in the same fashion as installing it for the first time. If you need instruction on how to upgrade your IP.Gallery, refer to the IP.Gallery Installation Guide in the previous section.

IP.Gallery Configuration

Introduction

Now that your IP.Gallery component is installed, you will need to set or change the various component's settings and permissions, use provided tools, and monitor usage statistics to properly administrate the component. The access to the IP.Gallery control panel will be provided through the IP.Board Administrator Control Panel. It is here we will look into setting various permissions, creating categories and albums, choose the allowed media types that will be posted to the albums, and other various configurations necessary to achieve the desired usability of this component.

IP.Gallery Control Panel

Accessing the Control Panel

The IP.Gallery control panel is located within the IP.Board Administrator Control Panel (ACP). It can be accessed, after logging in, by choosing the **Components** tab from the ACP menu bar, at the top. You will be welcomed by an overall overview page of your IP.Gallery component.

IP.Gallery Quick Stats		
IP.Gallery Version	2.2.0	
Total Images		
Total Diskspace		
Total Comments		
Total Albums		
Click here to refresh the statistics		

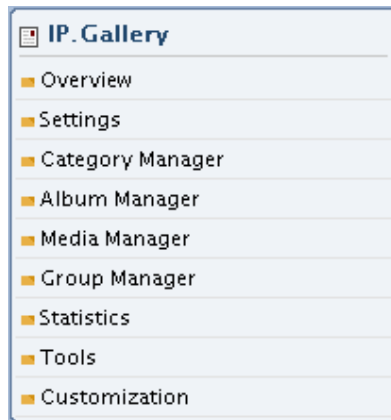
IP.Gallery Upgrade History		
2.2.0	(22000)	Jun 14 2007, 05:52 PM

IP.Gallery Control Panel

- 1 **Component Menu** – List of all IP.Gallery control panel sections
- 2 **Images awaiting approval** – List of images needing administrator approval
- 3 **Quick Searches** – Form of multiple quick search options
- 4 **IP.Gallery Version Banner** – Displays whether IP.Gallery is up-to-date
- 5 **Common Tasks** – Commonly used tasks listed for convenience

6 IP.Gallery Upgrade History – Shows version history for IP.Gallery

Component Menu



The IP.Gallery control panel is broken down into nine major sections. These sections can be seen in the image displayed to the left.

Overview: The link to this section is more like a redirection to the IP.Gallery's 'home'. It redirects your location to the initial 'Overview Page' you are shown when selecting the **Components** tab.

Settings: This section is your gateway to the majority of the configuration options of the component. The settings fall under many different groupings, e.g. display options, image settings, toggling IP.Gallery on/off, and security.

Category Manager: The category manager is used to create, edit, manage permissions, and change display ordering of categories.

Album Manager: The album manager is used to manage all albums. The albums are managed by the owner of that album, but this page gives the administrator the option to create, edit, and search through all albums.

Media Manager: The media manager is used to determine which media types members are able to upload. Within this manager, administrators can add and/or edit custom media types. The default custom media types are the following: AVI, Flash, MPEG, QuickTime Movie, Windows Media player.

Group Manager: The group manager is used to set privileges/permissions per user group. There is a wide array of options available to allow maximum customization of the IP.Gallery component. The group manager also makes available the ability for an administrator to view usage reports by user group.

Statistics: This section gives an overall overview of IP.Gallery usages. This statistical analyzer keeps metrics pertaining to bandwidth usage and disk space usage. These areas are even broken down into group, category, and top five user/file overviews.

Tools: The tools provided in this section can prove to be helpful to any administrator. There are many tools provided meant to assist administrators in obtaining reports and logs, maintain their gallery, and managing their images.

Customization: This section is a simple, interactive tool to modify the features of the IP.Gallery posting form. Posting fields can be added, edited, removed, or moved.

Information

For a more in-depth explanation of each section, go to the "Managing IP.Gallery" section.

Managing IP.Gallery

Category Manager

Introduction

One of the two key container types in IP.Gallery is “categories”. An IP.Gallery category is similar to an IP.Board forum in that it provides a structure to hold all content posted by members.

The difference is that an IP.Gallery category can either hold images posted directly to the category, sub-categories, or member created albums within that category.

Note
 A category with the setting ‘Category only mode?’ or ‘Album only mode?’ enabled completely removes the ability for anyone to post images directly to the category.

Category Permissions

The category permissions are used to control who can and cannot access specific what functionality in each category. Each category will be set to have its own individual permission set. Following the addition of a new category, there will be a screen for setting the permissions, for that category. After a category is created, permissions can be accessed for editing via the ‘Category Manager’. You can either use the ‘Global edit permissions...’ to show the edit screen for all the categories or you can choose to edit a single category’s permission set, using the button to the right of the category listing.

The following image shows the permissions that are set for each user group.

Permissions						
Group Name	View Thumbnails	View Images	Post Images	Post Comments	Moderate	
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Members Gallery						
Admin Forum Set	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Banned Forum Set	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Guest Forum Set	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Member Forum Set	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Validating Forum Set	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="button" value="Update Category Permissions"/>						

Category Permissions

The functionality that is set per user group is listed at the top of each column and they are ‘View Thumbnails’, ‘View Images’, ‘Post Images’, ‘Post Comments’,

'Moderate'. A checkmark gives access/permission to the functionality, at the top of the column, to the user group, at the start of the row. The + and – buttons toggle the checkmarks to all the cells in that row or column.

Category Resynchronization

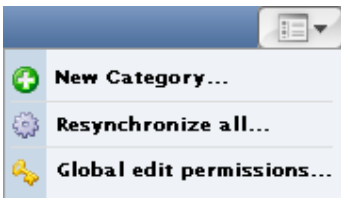
Why resynchronize?

There are times the statistics of categories can be corrupted or just need to be rebuilt. This tool gives the administrator the ability to manually run a toll to recount the total number of images, comments, images requiring moderator attention of categories and to reset the last image shown on a selected category or all categories.

How to resynchronize

By selecting the 'Category Manger', you will have the ability to resynchronize individual categories or resynchronize them all at once. You will need to select 'Resynchronize...' or 'Resynchronize all...' depending on whether you push the button next to a category or the button at the top-right corner of the 'IP.Gallery Category Management' window.

Creating a Category



To create a new category, you will select the 'New Category...' link. This link is displayed to you within a drop-down menu, after clicking the button located at the top right corner of the IP.Gallery Category Management window. You will be provided a form labeled 'Add IP.Gallery category'. There are a total of four tabs that will need to be cycled through in order to

properly setup the category to your specific needs/desires. We will explain the settings in each tab, in detail.

The first tab displayed is 'Category Information'. This is the general setup of the category.

- **Category Name** – The identifying name used for the category. Will also be used as the display name in the category listing.
- **Category Description** – This description text will be shown in the category listing, under the category's name.
- **Sub-Category of ...** – The value 'None (Top-Level Category)' will make this category display in the top-level category listing. This drop down will give you the option of making the current category a sub-category of another category.
- **Password** – By inputting a value into this setting, the category will become password protected.
- **Category Open?** – This setting toggles whether the category is globally available to users. Setting the value to 'No', removes the category from the category listings.
- **Category only mode?** – This setting simply toggles the ability for members to make submissions directly to the category, similar to posting a topic to a forum. Setting the value to 'No' will remove the ability for members to make submissions directly to the category.

TIP

This setting is useful if you wish to put subcategories under a category, but don't want members submitting to the parent category

- **Album only mode?** – This setting toggles the ability for members to create albums within this category. Setting the value to 'Yes', will cause this category to behave in 'Category only mode?'. This means that members will not be able to make submissions directly to the category. Setting the value to 'No', removes the ability for members to create albums within the category.

Note

Setting a category to 'Category only Mode?' and 'Album only mode?' will remove the ability for members to make submissions to this category via albums and make submissions directly to the category.

The second tab marked 'Submission Settings' is a list of settings controlling the features pertaining to media submissions. These settings are:

- **Allow image submissions?** – Toggles the ability of image submissions to the category and member albums
- **Allow multi-media submission?** - Toggles the ability to make submissions of permitted multi-media content to the category and member albums.
- **Require approval of images** – Determines whether all submissions will be required to be approved by an administrator or moderator, before becoming visible to other users.
- **Allow BBCode in descriptions** – Toggles the ability for members to use BBCode in the descriptions provided along with the submission
- **Allow HTML in descriptions** – Toggles the ability for members to use HTML in descriptions provided along with the submission

Warning

We strongly recommend you do not enable this unless you fully trust the users who will be allowed to submit to this category. This could potentially risk the security of your members and/or your board.

- **Allow images to be rated** – Toggles the use of the submission rating system. Selecting the 'No' value will remove the ability for ratings of user submissions. This setting requires 'Use Image Rating System' to be set to 'Yes' in the IP.Gallery global settings, to have access to this setting.
- **Allow comments on images** – Toggles the ability for users to make comments on media submissions. The value 'No', will disallow this feature.
- **Require approval of new comments** – Selecting the value 'Yes' will require all comments posted to any submissions to be approved by an administrator or moderator.

Note

The setting 'Required approval of new comments' will be irrelevant without allowing comments. Make sure 'Allow comments on images' is set to 'Yes'.

- **Comments increment poster's post count** – By selecting the value 'Yes', all member submission will increase that user's post count.

Note

Using the rebuild member's post count tool in IP.Board will NOT count comments in calculating post counts. Comments will lose post value during the rebuild process.

- **Watermark Images** – The use of the watermarking system for IP.Gallery can be toggled on/off per category. If the watermarking feature is not

setup in the IP.Gallery settings, this setting will not have any effect. Alternatively, if the watermarking feature is setup, you have the ability to NOT watermark images for this category by selecting 'No'

- **Create Thumbnails** – The use of the thumbnail feature for IP.Gallery can be toggled on/off per category. If thumbnails are set to 'No' in the IP.Gallery settings, this setting will not have any effect. Alternatively, if thumbnails are set to 'Yes', you have the ability to NOT thumbnail images for this category by selecting 'No'

The third tab, named 'Display Settings', is a brief list of settings controlling how the images/albums will be displayed within the category.

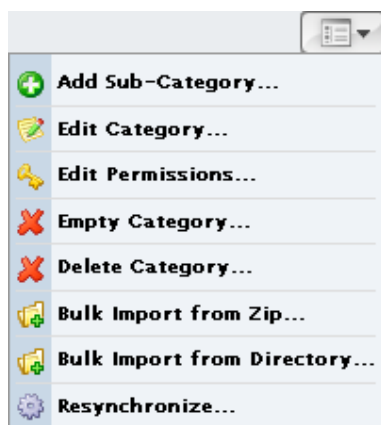
- **Images / Albums to show per column** – The number of images / albums in a column (vertical), before pagination of that page occurs.
- **Images / Albums to show per row** – The number of images / albums in a row (horizontal), before pushing item to next row.
- **Default Sorting** – There are three drop down fields to allow you to determine the order/sorting of images. After selecting a 'Sort by' filter, the content can set to display in a descending or ascending order. The last filter determines what content will be displayed by the age of the submissions.

The tab 'Category Rules' is the last tab of settings. This group of settings controls what rules will or will not be shown within the category.


- **Display method** – Determines whether the category's rules will be displayed in the window as text, as a link, or not displayed at all.
- **Rules Title** – The title will be displayed at the top of the rules body, as a header. If you set the Display Method to display as a link, the rules title will link to the full rules content
- **Rules Body** – This text box will be displayed under the Rules Title. It will contain any rules for this category or any general information, you would like to display to all users. If you set the Display Method to display as a link, the rules body will not display inline, but rather will be linked to from the category and displayed on a separate page

Managing Existing Categories

When considering editing an IP.Gallery category, you will make these changes in the 'Category Manager'. Here you will be able to edit the display order of categories, their permissions, and all settings.



Editing Category Display Ordering

When selecting the 'Category Manager' from the IP.Gallery component control menu, a list of all your IP.Gallery categories will be listed in rows by display order, with the top being the highest priority. To modify the display order of the categories, you can drag the categories with your mouse. You will need to grab the button area with two blue triangles (), to the left of the category name, before you can drag the category.

Editing Category Settings

To edit a category's settings, from the 'Category Manager', you will need to select the 'Edit Category...' link from the menu. This will give you complete access to all the current settings of that category. It will be shown in the same fashion as if you were setting up a new category.

Editing Category Permissions

To edit the permissions, you will select the 'Edit Permissions...' link from the menu. The current category permissions will be shown to you, but they will be available for editing.

Album Manager

Introduction

The second container type available in IP.Gallery is an album. An IP.Gallery album is a structure to hold media submissions for one user. All albums are owned by a single member, thus all media submitted to that album belong to that album's owner. Although an album has one owner, that album may be set as public (allowing other members to view the album) or private (disallowing other members to view the album). There are other features that can be used within an album, but these will be discussed in the "User's Guide". We will be focusing on managing albums from IP.Gallery's control panel.

Creating an Album

Creating an album from the IP.Gallery 'Album Manager' is a simple process. You will see three main sections. We will use the "Create an Album" section.

Create an Album	
Create album for...	<input type="text"/>
Album Name	<input type="text"/>
Album Description	<input type="text"/>
Album Category	Test <input type="button" value="v"/>
Private or Public?	Public Album <input type="button" value="v"/>
Album Default Sorting	Sort by <input type="button" value="v"/> Uploaded Date <input type="button" value="v"/> in <input type="button" value="v"/> Descending (z-a) <input type="button" value="v"/> order from <input type="button" value="v"/> the beginning <input type="button" value="v"/>
<input type="button" value="Create Album"/>	

Album Manager

You will be required to input an album owner in the 'Create album for...' input box. For your convenience, the type-ahead feature is used to display member names after you input at least three characters, names be displayed matching what you type. The 'Album Name' is also required when creating an album. All IP.Gallery albums are required to be held in a category. The 'Album Category' drop down will show you the list of all available categories to establish this album in. You also have the option to choose the album's sorting display options by selecting the desired values from each drop-down for the 'Album Default Sorting' settings. After submitting the album, pushing the 'Create Album' button, you will see the album in the listing in 'IP.Gallery Album Management' section.

Searching Albums

IP.Gallery gives administrators a powerful tool in searching albums based on many criteria. The search gives the ability to search for albums meeting the search criteria based on the 'Album Name', 'Album Description', 'Total Images', and 'Total Comments'. The form image below is a screenshot of the form used, when searching albums.

Search Albums	
Search In	Album Name
Search Comparison Type <small>If you choose a numeric field, then you may wish to search for entries that are greater or less than the search value.</small>	Equal =
Search for	<input type="text"/>
Sort results	Album Name in Descending (z-a) order
<input type="button" value="Search"/>	

Album Search Box

To use the search, select how you would like to search for an album by selecting a value from the 'Search In' drop-down menu. Next, if the 'Search In' value is a numerical statistic, either 'Total Images' or 'Total Comments', you will need to select a 'Search Comparison Type'. This will inform the search to select albums equal to, greater than, or less than the value provided in the next search field. You will input the numerical values or a string of characters that you would like to search for in the 'Search for' field. Lastly, you will select 'Sort results' to display the albums in a specific ordering.

After inputting all the search criteria and clicking the search button, your results will be display in the top table, 'IP.Gallery Album Management'.

Editing Albums

In this section, how to edit an album will be explained. First, the album to be edited will need to be found. Once the album is found from the album in the 'IP.Gallery Album Management' table listing, the button in the last cell of the row in the options column will contain the 'Edit Album...' link.

Album	Member	Info	Options
Here's my title! I am an album description.	root	Status: Public Comments: 0 Images: 1 Diskspace: 78.25K Views: 6	<input type="button" value="Edit Album..."/>

Album Listings

The properties of that album can be access after clicking that link. The properties include: 'Album Name', 'Album Description', 'Currently in Category', 'Public Album?', and 'Album Default Sorting'.

TIP

This button (🔍) will provide a quick method to search for albums base on filtering criteria. In the image above, the button in the Member column, next to a member's name, will search for all albums owned by that member. In the 'Info' column, the button is set next to the album's status. Clicking the button here will search for all albums with the same status. If in doubt, just mouse over the icon to see what type of search it will perform.

Album Tools

There are a few tools available for various tasks to be performed on albums. In the 'Album Manager', you will choose an album similar to the way you would if you were going to edit that album. Instead of selecting the 'Edit Album...' link, you will use one of the other tools available. The tools from this list are explained below.

Empty Album... – This tool will delete all images from the selected album.

Delete Album... – This tool will delete the selected album and its images. You will be prompted to confirm your deletion.

Bulk Import from Zip... – This is a link to the tool. It is located in the 'Tools' section of the IP.Gallery component menu. For an explanation on this tool, redirect to the 'Tools' section of this guide.

Bulk Import from Directory... – This is a link to the tool. It is located in the 'Tools' section of the IP.Gallery component menu. For an explanation on this tool, redirect to the 'Tools' section of this guide.

Resynchronize... – This tool will recount the number of images and comments for the selected album.

Rebuild Thumbnails... – This tool will rebuild thumbnails for all the images within this album.

Media Manager

The 'Media Manager' is a tool used to control what types of media (videos, images, Flash, etc) can be posted in the IP.Gallery. By default, IP.Gallery allows .gif, .jpeg, .png images. IP.Gallery also comes enabled with the following custom media types, AVI, Flash, MPEG, QuickTime Movie, and Windows Media Player. In this manager you will be able to add, modify, and remove custom media types.

The 'Media Manager' also displays the number of files submissions for each media type.

Default Media Types

The default media types, GIF, JPEG, and PNG images, are shown in this manager, but do not have editable options settings. There are a few settings available for controlling images in the IP.Gallery, but within the 'Media Manager' they cannot be edited or removed.

GD and ImageMagik both natively support manipulation of jpg, gif and png files, so these image types can be thumb nailed and watermarked based on your settings. These external programs do not have built in support for other media types (such as bmp or tiff) and as a result these file types can NOT be automatically resized or watermarked. They can be added as a custom media type, and will be treated like any other custom media type, however.

Custom Media Types

Adding New Media Types

To add a new media type, you will push the bottom at the top right corner of the window and select the 'Add New Media Type...' link. The form that will be displayed has these few input fields.

- **Icon** – This icon will be the image that represents this media type. You will need to input this image in all `/folder_mime_types/` folders located in all the skin folders that will be used by IP.Gallery, these folders are located in the `/style_images/` directory. You will use the filename of that image the 'Icon' input field.

NOTE

This icon will be displayed any time this media type is submitted without a thumbnail.

- **Media Title** – This is the title that will be displayed in the 'Media Manager' for this media type.
- **Mime Type** – You will need to input a mime type for this media. All mime types are in the form `ContentType/SubType`. For example, if you wanted to allow .tiff images, your mime type would be `image/tiff`. If you are unsure of the mime type, you can reference the site <http://www.iana.org/assignments/media-types/>
- **Media Extension(s)** – Here, you will input the media type's extension(s). For example, a JPEG media type has two extensions and would be input as `.jpg, .jpeg`
- **Allow this type to be submitted?** – This option is used to toggle the ability for member's to make submission of this media type.
- **Allow users to upload their own thumbnail?** – This option is used to toggle the ability for member's to upload a thumbnail, along with their submission of this media type. If not, the 'Icon' will be used as a place holder for the submission.

- **Display Code** – This input field requires you to input the necessary html code needed to properly display the media type. For example, the display code to display a Flash file is the following.

```
<object width="550" height="400">  
<param name="movie" value="{FILE}">  
<embed src="{FILE}" width="550" height="400">  
</embed>  
</object>
```

NOTE

{FILE} will be replaced by IP.Board with the submitted file.

Editing Existing Media Types

Editing a custom media type is done through selecting the 'Edit Media...' link from the button drop-down located at the end of the row of the desired media type. You will be brought to the same form used when creating a new media type, but filled in with this type's current settings. Make any necessary changes and submit the form.

Deleting Media Types

Deleting a custom media type is done by simply selecting the 'Delete Media...' link from the button drop-down located at the end of the row of the desired media type.

Exporting/Importing Media Type Settings









Exporting media types can be done individually or in one large grouping. To export the types individually you will select the 'Export Media...' link from the button pull-down, at the end of the row of the desired media type. To export all the media types as a group, select the 'Export All Media Types...' link from the top-right corner of the window, from the button pull-down.

Importing media types can be done using the form located at the bottom of the 'Media Manager' page. The file being imported must be a .xml or a .xml.gz file. The file can be uploaded to the root IP.Board directory via ftp or using the file manager tool, by selecting the 'Browse...' button.

Group Manager

Groups Overview

The 'Group Manager' gives administrators the ability to set/change IP.Gallery permissions for every user group. By default, all groups are set with restrictions to everything. The 'Groups Overview' page shows each user group and their permissions for the main IP.Gallery functions.

Groups Overview								
Group	Create Albums	Slideshows	Comment	Rate Images	Send E-Cards	Use Favorites	Submit Media	Options
<u>Administrators</u>	✘	✘	✘	✘	✘	✘	✘	
<u>Banned</u>	✘	✘	✘	✘	✘	✘	✘	
<u>Guests</u>	✘	✘	✘	✘	✘	✘	✘	
<u>Members</u>	✘	✘	✘	✘	✘	✘	✘	
<u>Root Admin</u>	✘	✘	✘	✘	✘	✘	✘	
<u>RSS Bots</u>	✘	✘	✘	✘	✘	✘	✘	
<u>Supporters</u>	✘	✘	✘	✘	✘	✘	✘	
<u>Validating</u>	✘	✘	✘	✘	✘	✘	✘	

IP.Gallery Group Permissions

The button at the end of every user group row displays a drop-down, with the option to either edit the group or view that group's statistics report, when clicked.

Edit Group

When editing a group's permissions there are four main categories of settings to be aware of. We will break down and overview each category's settings.

The first category is 'Feature & Access Control'. It controls most of the features the members in this group can use.

- **Can access gallery?** – Toggles the ability for users to access IP.Gallery.
- **Can view slideshow?** – Toggles the ability for users to view slideshows of images.
- **Can save images to their favorites?** – Toggles the ability for users to save images in their favorites, which is accessible to the user from their 'My Control' panel.
- **Can rate images?** – Toggles the ability for users to use the image rating system.
- **Can send E-cards?** – Toggles the ability for users to use the system to send E-Cards to other users.
- **Can search?** – Toggles the ability for users to use the IP.Gallery search engine.
- **Can comment on images in albums?** – Toggles the ability for users to post comments on images.
- **Can post non-default multi-media?** – Toggles the ability for users to post custom multi-media types, set in the 'Media Manager'.
- **Media upload size limit (in KB)?** – Input a numerical value to put a limit on the maximum size limit of a custom media type. This value will be use in terms of Kilobytes. Setting this field to 0 will remove all restrictions on size of the submission.

The second category is 'Diskspace & Bandwidth Control'. These settings can be used to put restrictions on this user group's IP.Gallery usage.

- **Maximum Diskspace for this group (in KB)?** – This setting limits the total disk space a member within this user group can use. Setting the value to 0 will remove the restriction completely.
- **Maximum upload size for this group (in KB)?** – This setting puts a limit on the size of every upload, for this user group. Setting the value to 0 will remove the restriction completely.
- **Maximum daily transfer (in KB)?** – Sets a limit on the bandwidth a member within this user group can use to view uploads in the IP.Gallery. Setting the value to 0 will remove the restriction completely.
- **Maximum daily image views?** – Sets a limit on the number of images a user within this group can view, within 24 hours. Setting the value to 0 will remove the restriction completely.
- **Number of upload boxes to show?** – This setting controls the number of files a member within this user group can upload simultaneously, through the upload form. Setting the value to 0 will disable simultaneous uploading.
- **Can upload zip files?** – Toggles the ability for members to upload compressed files containing multiple images.

The third category is 'Album Permissions'. These settings control the user group's ability to use albums.

- **Can create albums?** – Toggles the ability for this user group to create albums, where permitted.

NOTE

If 'Can create albums?' is set to 'No', the remaining settings will be ignored.

- **Can create private albums?** – Toggles the ability for this user group to create a private album. Setting the value to 'Yes' will allow a user to create an album that will be viewable only by the creator, administrators, and moderators.
- **Limit number of albums?** – Limits the number of albums a member can create, within this user group. Setting the value to 0 will remove the restriction completely.
- **Limit number of images in an album?** – Limits the number of images an album can hold. Setting the value to 0 will remove the restriction completely.

The last category is 'Group Permissions'. These settings determine the user group's ability to moderate albums of other users and/or their own.

- **Can moderate albums?** – Toggles the ability for the user group to moderate IP.Gallery albums. Setting the value to 'Yes' will give a member within this user group the ability to view private albums and move, edit, delete, approve, and unapprove images in all albums.
- **Can edit own images and comments?** – Gives users within this group the ability to edit their own image postings, including the caption, description, copyright, and/or the actual photo. They will also have the ability to edit any comments they have made on any image.

- **Can delete own images and comments?** – Gives users within this group the ability to delete any images and comments they have made.
- **Can move own images?** – Gives users within this group the ability to move their images to their other albums or categories they have permission to post to.

View Group Report

While using the group manager, administrators are given the option to view a group report on a specific user group. This report will provide an overall overview on the selected group's various statistics. If you would like a more detailed breakdown to the provided statistics, please view Group Overview area of the Statistics section.

Statistics

Introduction

IP.Gallery provides full capabilities to monitor usage of the gallery. The monitoring is done in the form of logging statistics. These statistics are placed in one central location available to all permitted administrators, from the IP.Gallery component manager. To view the IP.Gallery statistics you will select the 'Statistics' link from the IP.Gallery component menu, on the left side of the screen.

Overall Overview

When selecting the 'Statistics' link from the IP.Gallery component menu, you will be shown multiple statistic sections. One of these statistics is the 'Overall Overview'. This will provide the following information.


- Total Diskspace used by IP.Gallery (in bytes)
- Total amount of data transferred through IP.Gallery in the past 48 hours (in bytes)
- Total number of uploads to IP.Gallery
- Total number of views of all IP.Gallery uploads

Disk space Usage

Disk space usage statistics are invaluable in a hosted solution of any application. In this section of the IP.Gallery statistics, the disk usage for groups, categories, and users are broken down into four key fields.

- 1.) Total disk space usage (in kilobytes)
- 2.) The percentage of total usage among all groups, categories, or users
- 3.) The number of uploaded files
- 4.) The percentage of total uploaded files posted in the category or by a group, category

TIP

To view a more in-depth statistical breakdown of a user or group, push the  icon. The statistics provided in these two overviews are explained in the following group overview and user overview sections.


Bandwidth Usage

Bandwidth usage is another statistic that is important when dealing with limited bandwidth allocation in web hosting environments. In this section of the IP.Gallery statistics, the bandwidth usage for groups, users, and files are broken down into four key fields.

- 1.) Total data transferred (in kilobytes)
- 2.) The percentage of total data transferred among all groups, users, or files
- 3.) The number of times a file was loaded or the number of files loaded by a group or user
- 4.) The percentage of total loads of a media among all others or the percentage of total file loads by that specific group or user

Along with the table of statistics, a graph is provided to show bandwidth usage compared to previous days.

TIP

To view a more in-depth statistical breakdown of a specific file, you can push the following icon.  To view a more in-depth breakdown of the options provided within this page view the 'File Overview' section.

Group Overview

IP.Gallery provides descriptive statistics for each user group. These statistics are broken into three sections, disk space, bandwidth, and other. Listed below are the statistics provided for each section.

- Disk space overview
 - Total Gallery Disk space – The total amount of disk space used (in kilobytes) by all the users in this group
 - Total Gallery Uploads – The total number of uploads to IP.Gallery by the selected user group
 - Total Average File Size – The average file size uploaded by all users IP.Gallery users
 - Percent of all disk space used – Of the total disk space usage for IP.Gallery, this is the percentage the selected group has contributed
 - Percent of all uploads – Of the total IP.Gallery uploads, this is the percentage of those uploaded by the selected group
 - Average File Size – The average file size uploaded by users in the selected group
- Bandwidth overview for past 48 hours
 - Total Transfer - The total amount of data transferred (in kilobytes) by all users in the selected user group
 - Percent of total transfer – The percentage of all bandwidth used by the selected user group
 - Total Views – Total number of views of any IP.Gallery media for the selected user group
 - Percent of all views – The percentage of views made by the selected user group among all IP.Gallery views
- Other Information
 - E-Card's Sent – Total number of E-Cards sent by users within the selected user group


- Total Comments – Total number of comments made by users within the selected user group
- Total images rated by this group – Total number of images rated by the users within the selected user group
- Average rating given by this group – The overall average rating given to images by users within the selected user group

User Overview

The user overview is provided to show various statistics regarding users. Not only does this page show statistics, but it also gives the viewing administrator the ability to disable the selected user's uploading privileges and/or IP.Gallery access. Listed below are the statistics available in the User Overview section.


- Disk space overview
 - Total Gallery Disk space – The total amount of disk space used (in kilobytes) by the selected user
 - Total Gallery Uploads – The total number of uploads to IP.Gallery by selected user
 - Total Average File Size – The average file size uploaded by all users IP.Gallery users
 - Percent of all disk space used – Of the total disk space usage for IP.Gallery, this is the percentage the selected user has contributed
 - Percent of all uploads – Of the all IP.Gallery uploads, this is the percentage of those uploaded by the selected user
 - Average Files Size – The average file size uploaded by the user
- Bandwidth overview for past 48 hours
 - Total Transfer - The total amount of data transferred (in kilobytes) by the selected user
 - Percent of total transfer – The percentage of all bandwidth used by the selected user
 - Total Views – Total number of view of any IP.Gallery media for the selected user
 - Percent of all views – The percentage of views made by the selected user among all IP.Gallery views
- Top 5 files viewed in the past 48 hours
 - File – The name of the file
 - Transfer – Amount of bandwidth used for the user to view the file (in kilobytes)
 - Percent of user transfer - The percentage of all bandwidth used by user to view the file
 - Image Loads – Number of times file has been loaded by the user
 - Percent of user views – Percentage of total file views used by the user to view the file
- Other Information
 - E-Card's Sent – Total number of E-Cards sent by the selected user

TIP

Selecting the  button will redirect to E-Car logs for the selected user

- Total Comments – Total number of comments made by the selected user
- Total images rated by this user – Total number of images rated by the selected user

TIP

Selecting the  button will redirect to the rating log for the selected user

- Average rating given by this user – The overall average rating given to images by the selected user

File Overview

The file overview is a tool for administrators to view usage statistics for uploaded media and to manage data associated with the files. The file overview contains key statistical information regarding the bandwidth consumed by the uploaded media and other general information.

Within the file overview of a selected file, administrators have the ability to take a few selected actions against a file.

- 1.) Changing the file's owner
- 2.) Clearing the bandwidth logs for the file
- 3.) Clearing the rating logs for the file
- 4.) Clearing the E-Card logs for the file

Tools

IP.Gallery offers a wide array of tools to make administering users and content easier. These tools are provided through a simple interface to address specific needs regarding the gallery. The tools offered fall into five groups; image related tools, report and logs, bulk import, skin tools, and hotlink protection.

Image Related Tools

There may be times when managing the IP.Gallery when there is a need to fix images previously uploaded to the gallery. Within this group of tools there are three tools provided.

Rebuild Images

This tool can be run at anytime to recreate all thumbnails and images in IP.Gallery. It will need to be run with any changes to image settings such as image sizes or watermarks.

Warning

Be aware that you cannot undo this operation. A backup will NOT be automatically made of the images before they are rebuilt. For example, if watermarked images are rebuilt, the rebuilt copies will be double-watermarked. Only use this tool if absolutely necessary

Orphan Scanner

This tool removes any images that are left over or broken, for any reason. It cleans the image directory on the file system and also the database.

WARNING

If the IP.Gallery has a large amount of media, it is recommended not to scan and remove more than 50 images at a time.

Rebuild Metadata

This tool will rebuild the metadata stored for each image in the database by attempting to read the data from each image. The metadata stored for the images is file name, a UNIX timestamp the image was created, file type, mime

type, orientation, resolution, software used to create the image, date taken, and image dimensions.

WARNING



If the IP.Gallery has a large amount of media, it is recommended not to rebuild more than 50 images at a time.

Bulk Import

The IP.Gallery component tools include two bulk importers for adding many images to the gallery, at once.

... from Directory

When an administrator has the desire to import many images to the gallery, one option available is the bulk import from directory tool. This tool allows the administrator to navigate to a folder, located in the server's file system, containing images and import them into a specified category or album.

Upon selecting to use this tool, the user will be redirected to a directory listing, the IP.Board base directory. Each row shown in this directory listing will show a directory, how many importable files are available to import, total size of those files (in bytes), an icon  determining if those files are importable, a button  to view the images available to import, and a link to import the images. In the directory listing, clicking the 'Up a directory' link will attempt to change your directory listing to that of the next higher directory, while clicking any of the directory links will change your directory listing to the directory chosen.

When a directory is chosen to import, a few import options will need to be configured before the actual import is done.

NOTE

Of the Import Options, the user will be required to set how many images to process per cycle, whether to remove the file after importing, what category/album to import to, and who will be listed in the gallery as the file owner.

WARNING

Selecting 'Yes' for the 'Do you wish to remove the file after?' option will physically remove the imported files from the file system after importing them to the gallery.

... from Zip File

The other option an administrator has when importing images in bulk to the gallery is that of the bulk import from Zip File tool. This tool allows the administrator to upload compressed files containing multiple images and to import the images from the Zip files into a specified category or album.

Upon selecting a Zip file to import, the user will be redirected to the Import Options form. Here, the user will be required to select whether to import the images to a category or an album, establish a file owner for the files being imported, and which files to import from the zip file.

NOTE

All uploaded Zip files will be placed in the IP.Board ./uploads/ directory.

Reports and Logs

The 'Reports and Logs' section provides quick accessibility to viewing reports and logs specific to users, user groups, and uploaded files.

Skin Tools

The "Rebuild Gallery Master Templates" tool is provided for administrators to resynchronize their IP.Gallery templates. This tool should normally not be needed, unless modifications or customizations have been made to the IP.Gallery skin templates. Regardless, it is made available.

Hotlink Protection

The Hotlink Protection tool is used to create a .htaccess file in the IP.Gallery image directory. The .htaccess file is used by the web server to control how files within the same directory are accessed. In this case, the tool will configure the file to prevent images from being 'hotlinked' or directory linked to from external web pages.

NOTE

Before the protection is enabled, sites must be added to the safe list in the gallery settings.

Customize Posting Form

Introduction

The IP.Gallery posting form is fully customizable. The form is divided into fields that can be moved, added, and removed to give a tailored feel to the IP.Gallery. To manage the posting form, select the "Customization" link from the IP.Gallery menu in the "Components" section.


Each form field is classified by its field type. Below are the available field types and what they do.

- Text Input – A field adding an input element to the form. Text input fields can be added and used for modifications.
- Drop Down Box – Serves the same purpose as a text input field, but in the form of a drop down box.
- Text Area – Serves the same purpose as a text input field, but in the form of a box allowing for more text to be input by user.
- Date Field – A field that adds drop down boxes for month, day, year, hour, and minute, which are populated with the current time. This type of field can be added and used for modifications.
- --Separator-- - A simple field serving as a visual separator in the posting form. This field adds no functional purpose.

Editing the post form

Customizing the posting form begins from a default screen that shows a table of fields and their purpose.

Main editing screen for posting form

From this screen, a few editing options are available. Each field is movable by clicking and holding the  icon, dragging the field to the desired location, and dropping the field. Fields can also be edited or deleted, by selecting the relevant link from the button drop down.

NOTE

The fields shown in the above image are default fields and can NOT be deleted or have their field type changed.

When choosing to edit a field, a field settings form is shown with populated input fields. It is here that all field editing will take place. Below are the field settings and what they are used for.

- Field Title – The main title shown on the posting form for the field's content block
- Description – An optional description of the field title.
- Field Type – Determines what type of field to use. Each field type is described in the introduction of the "Customizing Posting Form Section".
- Option Content (for drop downs) – This setting is only used when the field type is a drop down menu. To properly configure the drop down options, each option should be on its own line and formatted as name=value
- Field MUST be complete and not left empty? – This setting requires the user to complete this field type or an error will be displayed when submitting an upload. This setting is only applicable to text inputs and text fields.

Adding to the post form

To make the IP.Gallery posting form fully customizable, there exists the functionality to add new fields to the form. To add a new field, there is a link "Add New Field..." in the top right corner of the main editing screen for the posting form. The required fields for adding a new post field are the field title and the field type.