



ISS Reporting

Photo Gallery

**User Guide**

EnfoTrust Networks, Inc

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## About this Guide

### *User Guide -November 2005*

This edition, released November 2005, is designed to help you understand the functionality and usage of the Photo Gallery.

### Conventions Used in this Guide

- Text describing an illustration always appears *after* the illustration.

### *Notices, Terms, and Conditions*

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## Reporting

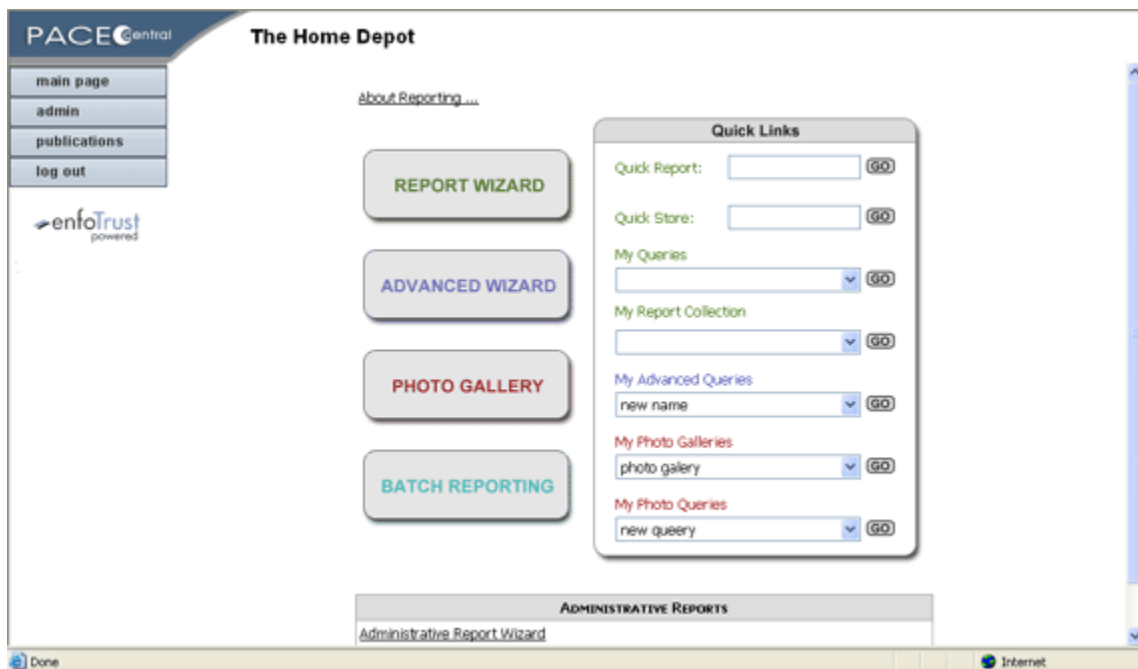
Reporting allows access to numerous views of information. In general, reporting refers to the process of presenting information for visual inspection. PACE Central presents many forms of reporting, including Quick-Link Reports, Report Wizards, and Detailed Analytical reports.

### *Photo Gallery*

Photo Gallery presents a wizard-based query tool for accessing, organizing and distributing digital photographs. With Photo Gallery, you can ask to see pictures based on questions. You can choose which of the presented pictures to include in your custom gallery. You can name and save your gallery for anytime-access. You can save the gallery to your local computer providing direct access to the actual image files.

From the **Main Reporting Page**

Select **Advanced Wizard**.

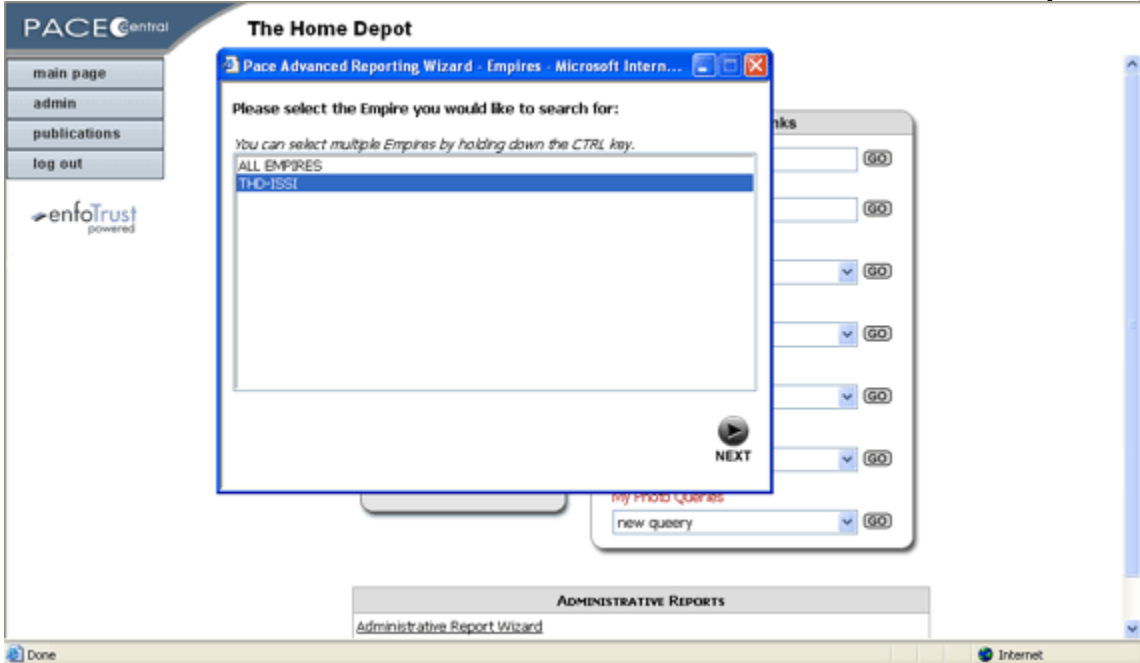


### *Photo Gallery Wizard Selection Sequence*

You will use the photo gallery wizard to create your gallery selection criteria. The following items will be presented for selection.

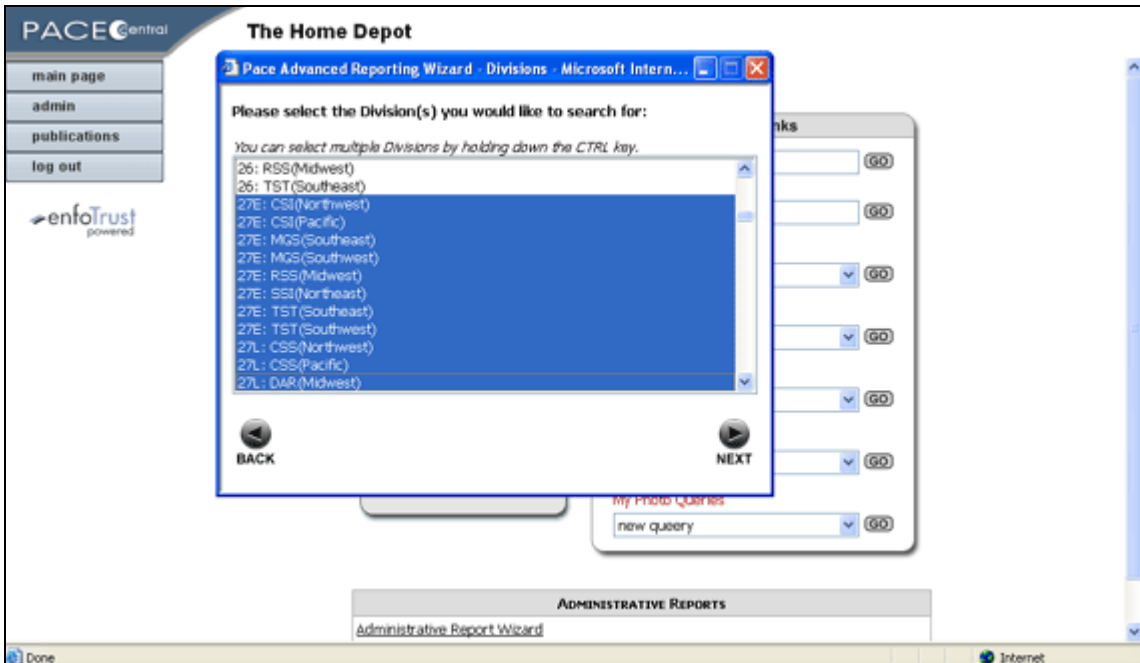
#### **Empires**

Select the empire to include in the report. Only those empire serviced by your rep group will appear as items in the list.



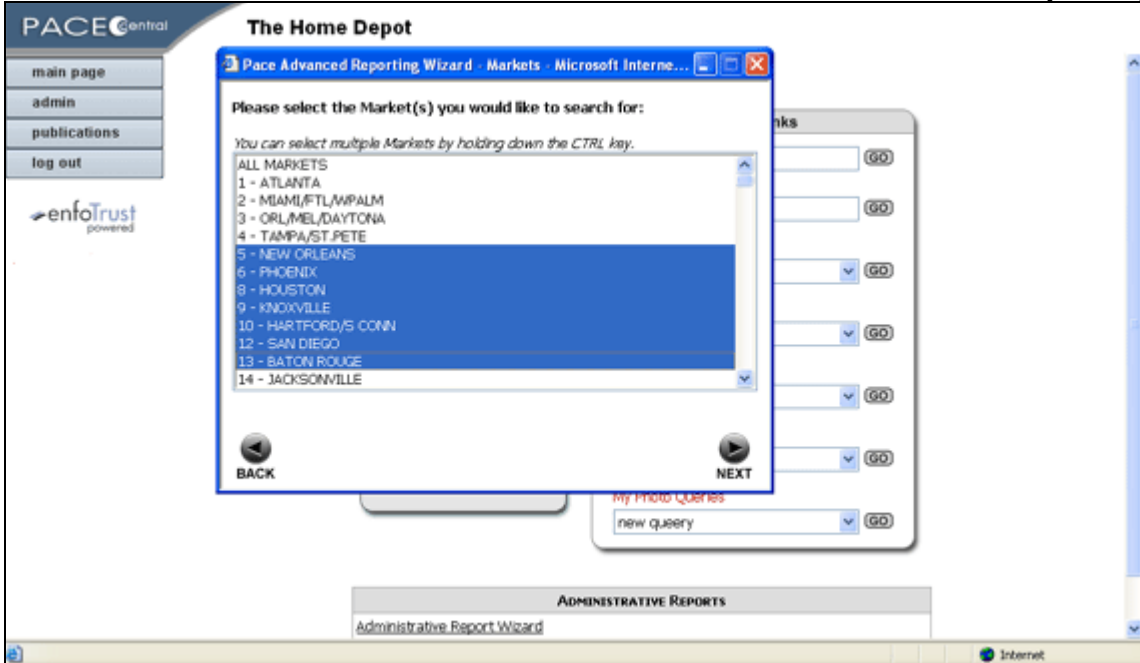
**Divisions**

Select from the list of your rep group division. Keep in mind that the organizational structure of the empire is completely separate from the structure of your rep group.



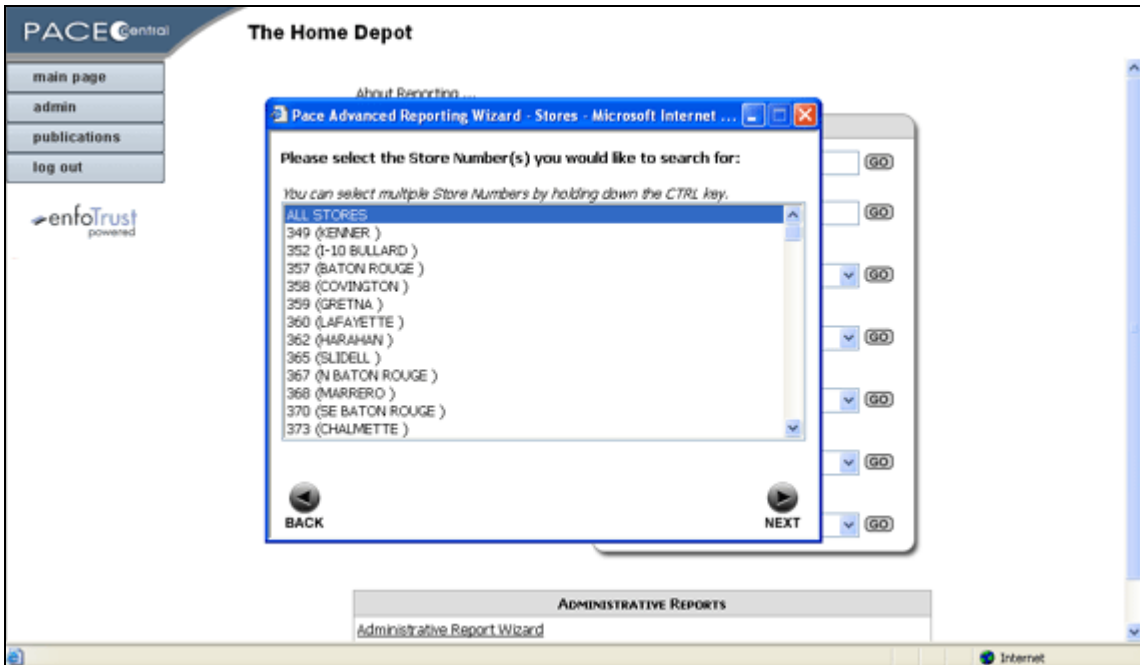
**Market**

Select from the list of markets displayed. The list of markets will be filtered based on the empires and Rep Group Divisions previously selected.



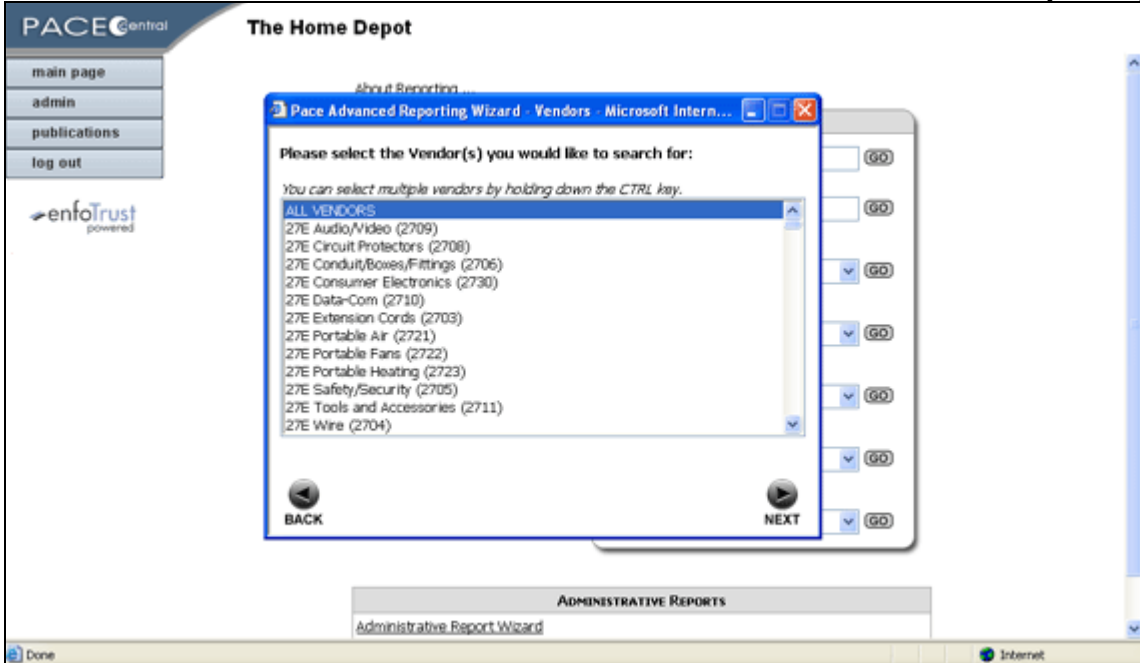
### Stores

Select from the list of stores displayed. The list of stores will be filtered based on the Markets previously selected.



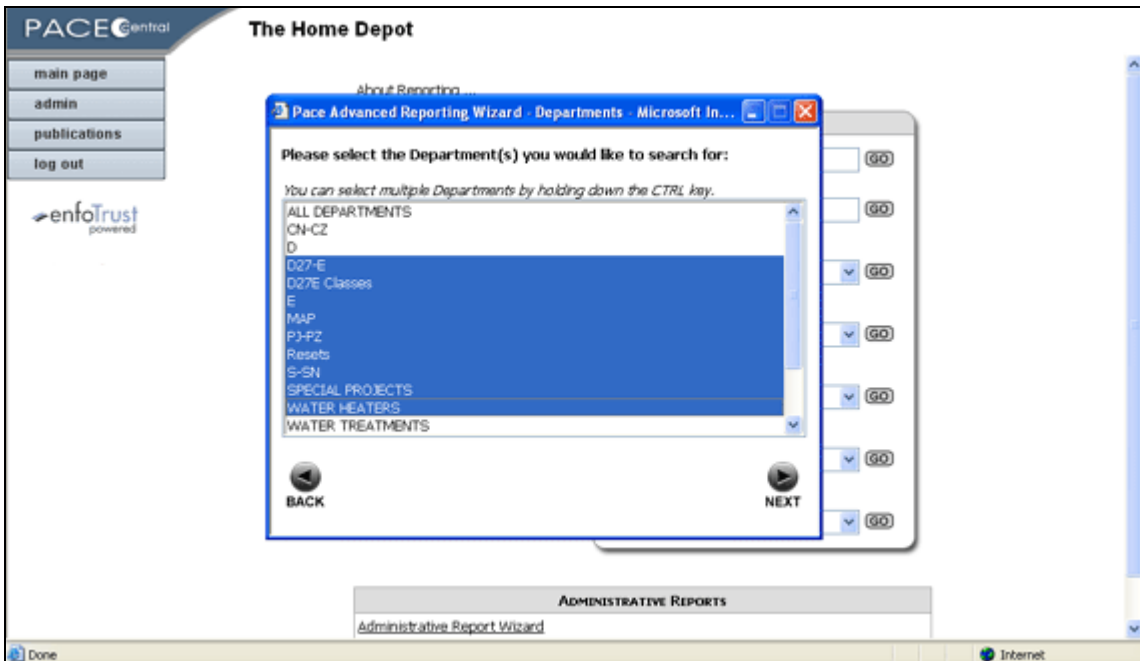
### Vendors

Select from the list of vendor lines displayed. The list of vendors will be filtered based on the Divisions previously selected.



### Departments

Select from the list of departments displayed. The list of departments will be filtered based on the collective department assignments of the vendors previously selected.



### Reps

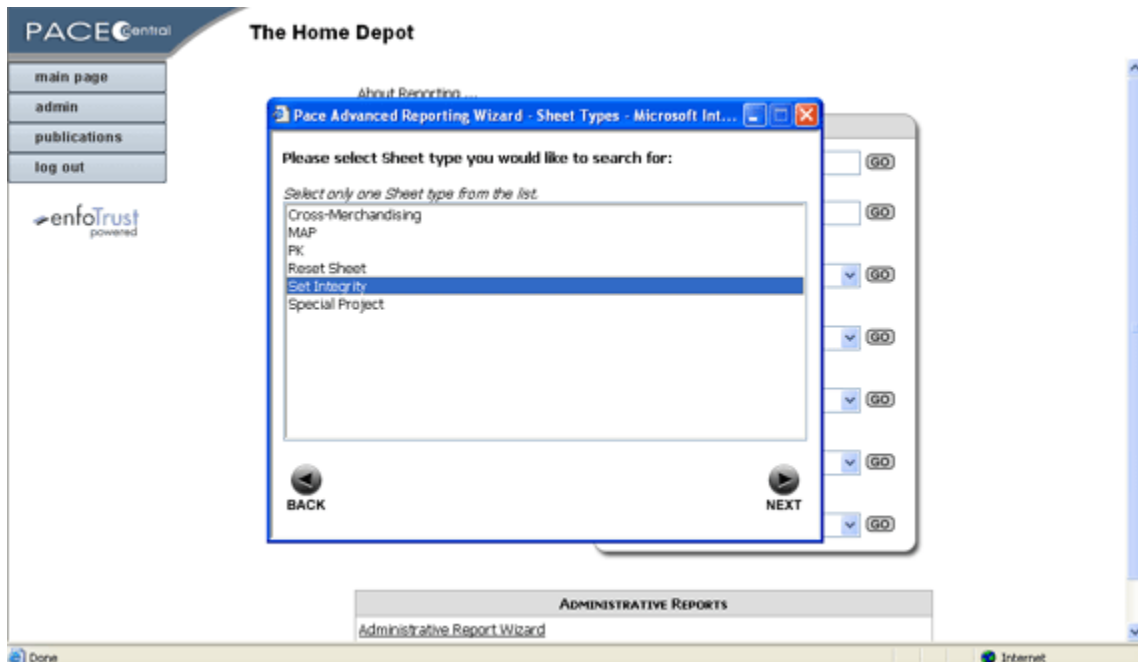
Select from the list of reps displayed. The list of reps will be filtered based on the Divisions, Stores and Departments previously selected.



### Sheet Type

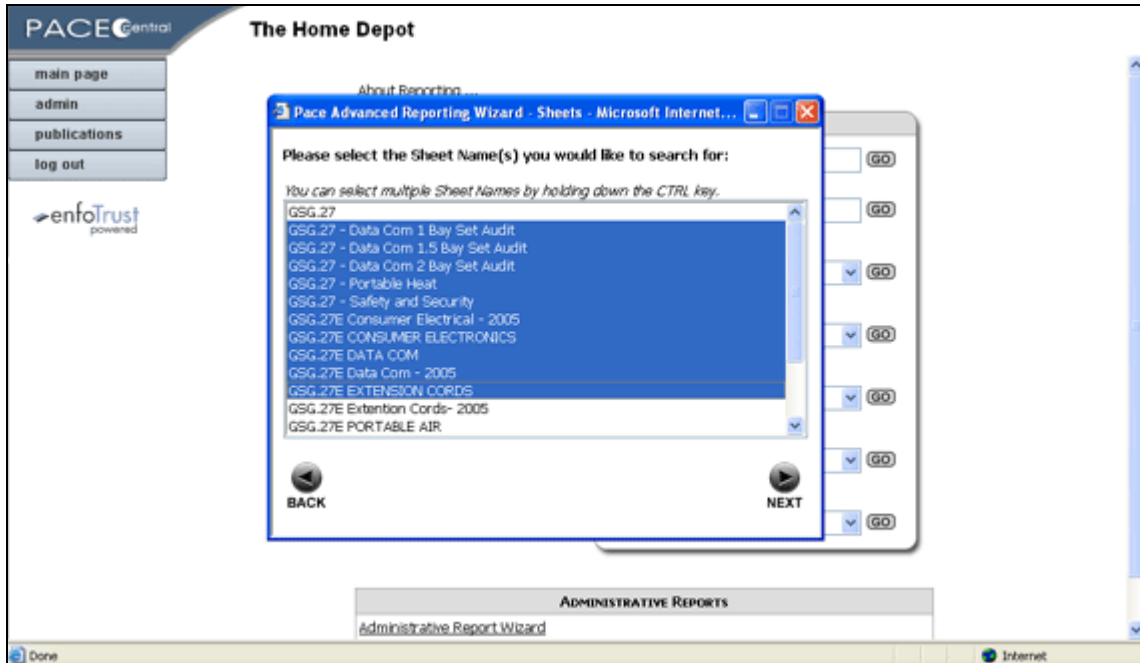
The photo galley wizard allows the consolidation of pictures across multiple worksheets of the same type. Select the worksheet type to be used in creating the photo gallery.

- Only those worksheet types associated with the vendors previously selected will be presented for selection.



## Sheets

Select from the list of worksheet names displayed. The list of sheets will be filtered based on the worksheet type and the collective worksheet assignments of the vendors previously selected.



## Date Range

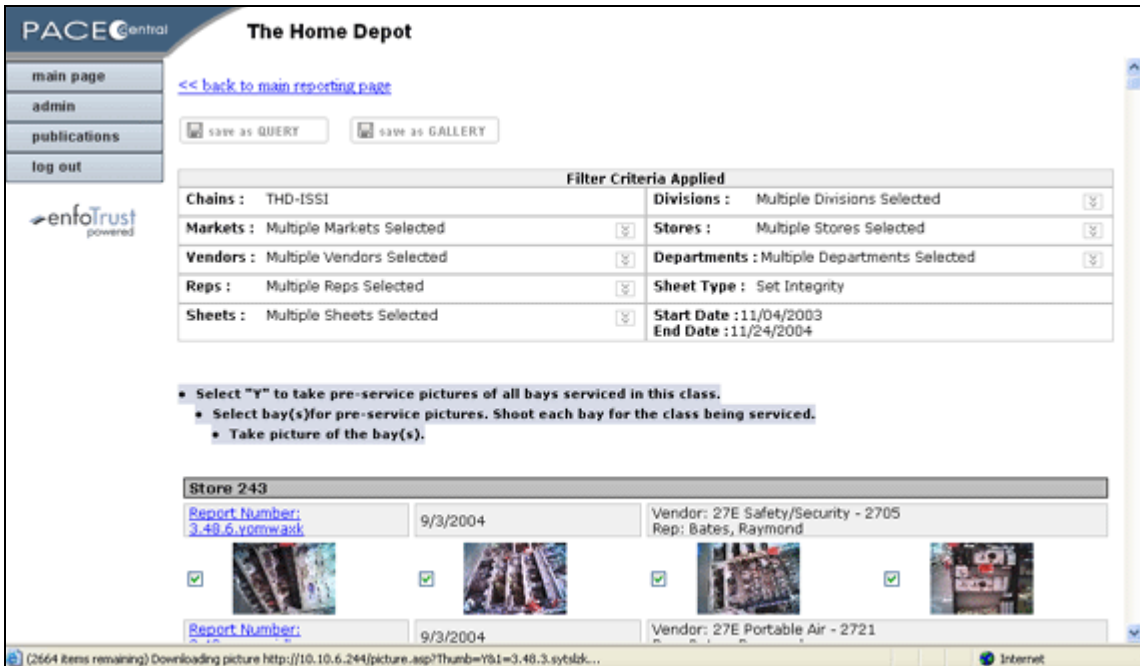
Provide the date range to be used. The photo gallery uses the date range to identify relevant picture categories that will be selected in the next step of the wizard.

## Selecting Desired Picture Categories

Picture category selections allow you to hone in on specific types of pictures. You can include any combination of picture categories for inclusion in your result photo gallery.



- Relevant picture questions are presented based on the actual worksheets previously selected.
- Check the picture category to include in your gallery.
- Click **[NEXT]** to view the Photo Gallery query result.

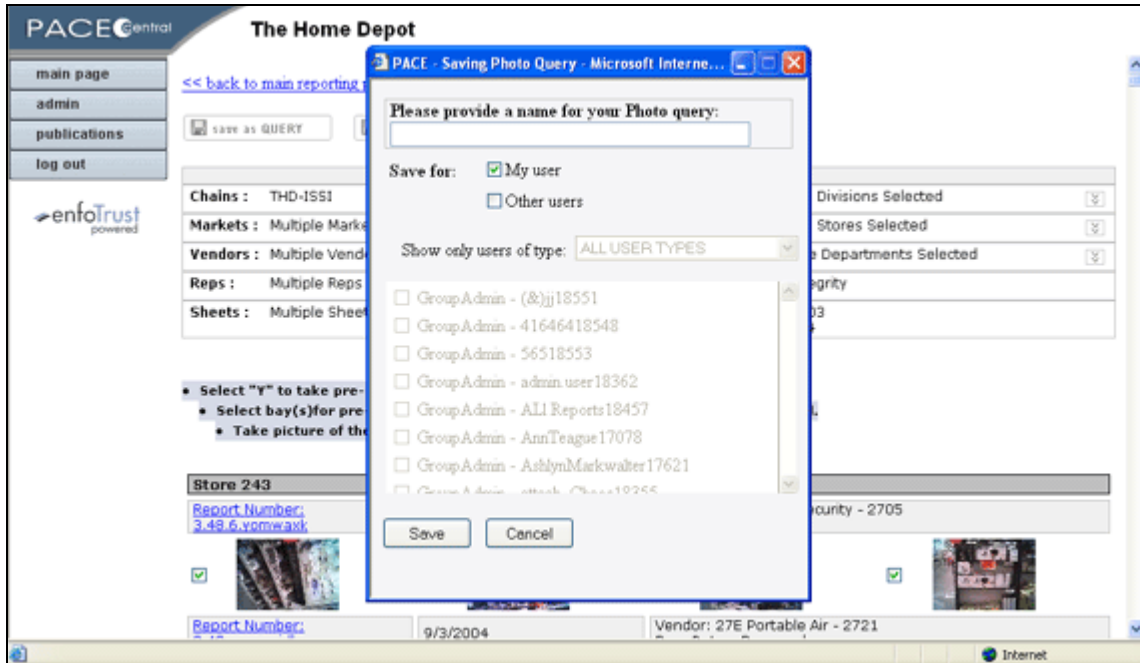


**Photo Gallery Query Result**

The photo gallery query result is used to construct the Photo Gallery finished product.

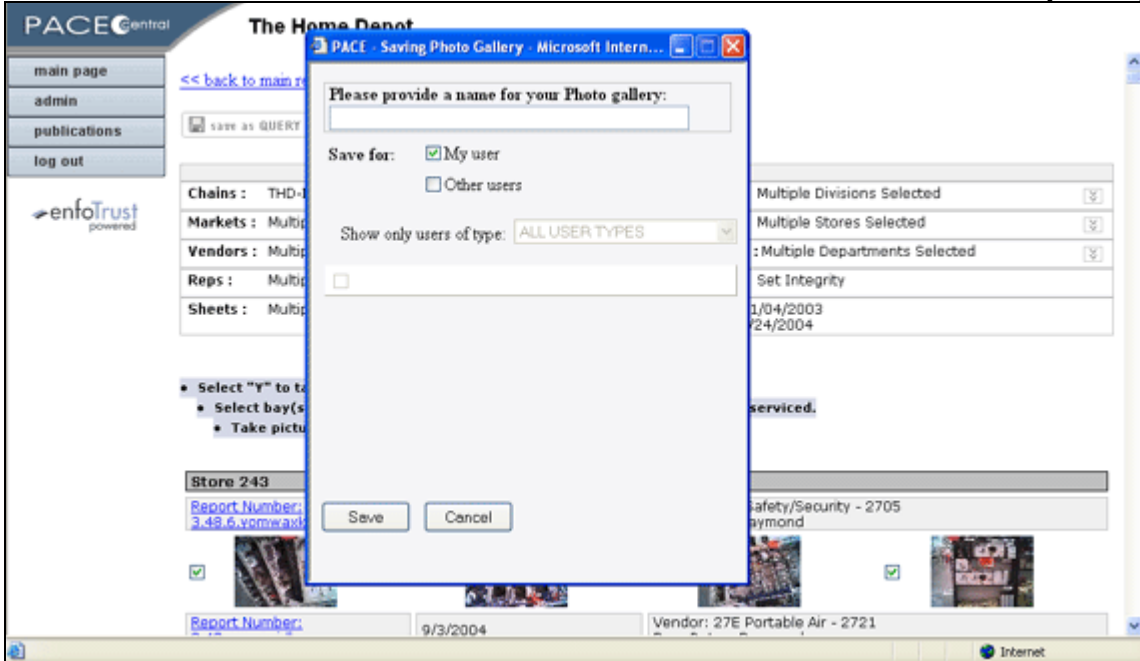
### Save as QUERY

Use the save query feature to add the query to your personal list of My Photo Queries, or post the query to other users. The photo query is the complete set of selection criteria entered through the wizard interface. By saving the Photo Query, you can easily re-create and modify any saved Photo Gallery. When you re-run a photo query, simply provide the new date range. The refined set of pictures based on the original selection criteria and the new date range will display.



### Save as GALLERY

After selecting the pictures to keep, use **Save as GALLERY** to save the Photo Gallery product to your personal list of My Photo Galleries, or post the photo gallery to other users.



### Selecting Pictures to Include in the Photo Gallery

Each picture is presented as a thumbnail with an associated check box. This check box is already checked by default. All checked pictures are included with your photo gallery when you choose **Save as GALLERY**. To leave any picture out of the saved gallery, simply un-check the box next to the undesired picture.

You can expand any picture simply by double-clicking on the thumbnail.

