



## Setting up an event in the fotoShout web portal & event computer

### Using the fotoShout app on your tablet

#### A detailed guide

The fotoshout user guide has been divided into sections. Preferences & Setup, Event Setup, and using fotoShout at the event. The following is a step by step guide describing a complete event setup through the web portal, including first time set up. Followed by event computer and tablet use with fotoShout. fotoShout quick guides can be used for rapid reference.

**In a hurry - Only information with an "\*" must be completed.**

### Section 1 Preferences & Setup



*(Step 1 -Publish configuration and e-mail server should be a onetime set up, unless you change your e-mail address)*

#### **Step 1 - How to Login & First Time Setup**

##### **Publish Configuration Tab**

- 1) Got to [www.fotoshout.com](http://www.fotoshout.com)
  - a. Click on **"login"**, a dialog box will open
  - b. Enter your username and password, click enter
- 2) First time usage of fotoShout you must click on "Preferences & Setup"

**Please Note - Publish Configuration & Email Server Configuration**

**is a onetime set up on the fotoShout web portal.**

- 3) Select **"Publish Configuration"** tab from the left side of the screen
  - a. Enter the **URL** information you have been supplied from fotoShout
    - i. It will be similar to - <http://api.cadence9.com/v1>
  - b. Enter your e-mail address (the one used to register your fotoShout account)
  - c. Enter your Password (supplied by fotoShout)
  - d. Click Save



## Email Server Configuration Tab **One time setup**

- 1) Select “**Email Server Configuration**” tab from the left side of the screen
  - a. Fill in “**Server**”. Server Info will be supplied from your email service provider
    - i. I.E. our outlook account uses - “Pod51018.outlook.cm”
  - b. Fill in **Server port** (SMTP) Obtained from your email service provider
    - i. Our outlook account uses **Server Port** “587”
  - c. Select **Yes** or **No** for SSL – depends upon your email service provider instructions
    - i. For outlook email we select “**Yes**”
  - d. Domain – Currently reserved for future use, Leave Blank.
  - e. Enter Username
    - i. This is the **e-mail address** of the account you’re sending your e-mails from. Usually your company e-mail address such as “info@fotoShout.com”
  - f. Enter Password
    - i. This is the password you use for your email, registered with your e-mail service provider
  - g. Click Save

The screenshot shows the 'Email Server Configuration' form. On the left, there is a sidebar with navigation tabs: 'Publish Configuration', 'Event Options', 'Event Clients', 'Email Server Configuration' (which is highlighted), and 'Email Templates'. The main content area is titled 'Email Server Configuration' and contains the following fields:

- Server \***: A text input field containing 'Pod51018.outlook.com'.
- Server Port**: A text input field containing '587'.
- Enable SSL**: A radio button selection with 'Yes' selected and 'No' unselected.
- Domain**: An empty text input field.
- Username \***: A text input field containing 'info@fotoShout.com'.
- Password \***: An empty password input field.

At the bottom of the form is an orange 'Save' button.

## Step 2 – Setting Up Event Preferences

### Event Options Tab (Creates the information that is to be collect on the iPad from the guests)

- 1) Click on “**Preferences & Setup**”
- 2) Select “**Event Options**” tab located left side of screen
- 3) A dialog box will open. You have 2 choices; Click on “**New Event Option**” to create a new event or you can **Edit** an event, roll the mouse over the name of event, click on pencil icon to edit.
  - a. **Name** – give an easily recognizable name to the form you are creating. If you plan on always collecting name, email address, signature, you may want to name this selection “Basic Info.”
  - b. **Check the boxes** of information you want to collect. These dialog boxes will appear on the iPad.



Events **Preferences & Setup**

Publish Configuration
<b>Event Options</b>
Event Clients
Email Server Configuration
Email Templates

### Create Event Option

Name \*

Options

- Email
- Salutation
- FirstName
- LastName
- Phone
- Fax
- Address
- Authorize to publish & Signature

### Event Clients Tab (Give a name to your event)

- 1) Click on **“Preferences & Setup”**
- 2) Click on the **“Event Clients”** tab
- 3) A dialog box will open named **“Create Event Client”**, or if editing **“Update Event Client”** - This is where you will give a name to your new event, you may (*optional*) select the client’s or sponsors event logo which will be placed on the tablet. (*feature under construction during fotoShout Beta release*)
  - a. Place the name of your new event in the **“Name”** dialog box.
  - b. **Logo URL** – usually the easiest way to fill in; Go to the company’s web site, right click on the logo, click on **“copy image URL.”** Then paste the image URL into the **“Logo URL”** dialog box. (*feature under construction during fotoShout Beta release*)
  - c. Click on the **“create”** button.



Events **Preferences & Setup**

Publish Configuration
Event Options
<b>Event Clients</b>
Email Server Configuration
Email Templates

### Update Event Client

Name \*

Logo URL

### Email Templates Tab – (What your client will read when they receive the event e-mail.)



- 1) Click on **“Preferences & Setup”**
- 2) Click on **“Email Templates”**
- 3) To create New Email Template
  - a. Click on **“New Email Template”**
  - b. **Template Name** - Give a name that you will easily recognize. I.e. “fotoShout Demo”
  - c. **Subject** – This is what your guests will read in the subject box of the e-mails they receive from you or your client.
    - i. I.e. Subject: “Thank you for attending the fotoShout Demo event in the O.C.”
  - d. **Content** – This is the body of your email, the message your guests will read. You may also place Place holder “tokens” into the body of the text, by copy and pasting. We have supplied a basic html e-mail message with tokens which you may use or modify. *A token is I.E. “Dear @Model.FirstName” – when the guest receive their e-mail their first name will be placed into the body of the e-mail - Dear Bob,. See E-mail users guide for available token place holders & assistance.*
  - e. When finished editing click **“Create”**.
- 4) To **edit** a current email template
  - a. Roll mouse over template name
  - b. Click on edit icon (pencil)
  - c. When finished editing click **“Update”**.



Events **Preferences & Setup**

Publish Configuration

Event Options

Event Clients

Email Server Configuration

**Email Templates**

### Create Email Template

Template Name \*

Subject \*

Content \* 

```
Dear @Model.FirstName,

<p>Thank you for joining us at @Model.EventName.</p>

<p>It was an honor to have you in attendance. We hope that you found the
event to be joyful. Please follow this <a href='@Model.PermaLink'>link</a>
to view your photo.</p>

<p>Again, we sincerely thank you for being part of @Model.EventName.
</p>
```



## Create a New Event

- 1) Login - Make sure “Events” tab at top of page is selected
- 2) Click “Create New Event” Button
- 3) Fill in dialog boxes
  - a. **Name** - name of event
  - b. **Description** – description of event
  - c. **Date** – Click dialog box, a calendar will open. Enter event date.
  - d. **Location of event** – physical location i.e. Orange, CA.
  - e. **Folder** – where fotoShout will look to find the images – i.e. your cameras “Hot Folder,” c:\fs\_place images here. **You DO NOT have to have this folder created on the event computer, fotoShout will automatically create the folder on the event computers for you. After you have completed an event set up on the fotoShout web portal connect your event computer to the internet. Your event computer will sync with the fotoShout web portal creating all the folders in your account.** (may take a minute or two)
  - f. **Publish Album** – What fotoShout will automatically name the Facebook album. (When first image is uploaded for publishing)
  - g. **Option** – Select the profile of the information you want collected on the iPad, at the upcoming event. (You created these options & profile name within “preferences & Setup” earlier)
  - h. **Email Template** – Select the e-mail template you created or use Basic. (You created the Email templates and named the template in an earlier step within “preferences & Setup”)
  - i. **Sponsors** - name of event client, (whom is paying for the event)
  - j. **Channel Groups** – Social media sites you’re going to publish too. Select the channel Group you wish to publish too. *If you haven’t created a channel group don’t worry, the channel group selection can be skipped for now, edited later. [Editing Instructions are below. How to create channel groups can be found in the fotoShout user guide “How To Setup Social Media Channels.”](#)*

Events Preferences & Setup

Edit Event

Name \*

Description

Date \*

Location

Folder \*

Album Name

Option \*

Email Template

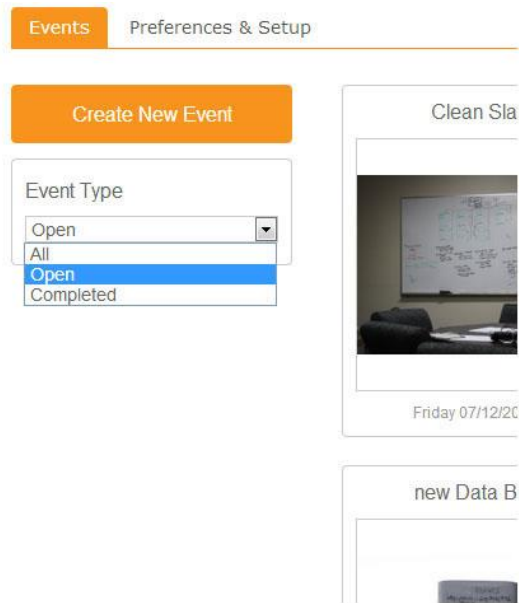
Sponsors

Channel Group



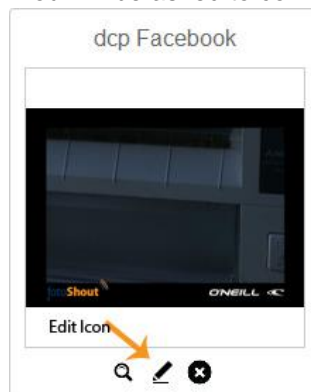
### “Event Type” Tab *(left side of screen)*

- 1) “Login” – “Events” tab at top of page should be selected, Click on “Event Type.” Select-
  - a. **All** – Displays all events
  - b. **Open** – Display’s events that are open, can still be published
  - c. **Completed** – Display’s events that are closed, can no longer be published too.



### Edit an Event

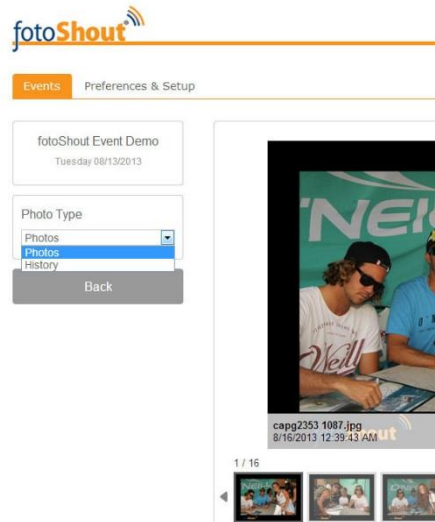
- 1) Login, Confirm “Events” tab at top of page is selected
- 2) Roll mouse over the event you wish to edit.
- 3) Click on the **edit icon** (pencil), all features in original setup will be available for editing. After editing click “Update”
- 4) Click on “X” icon to delete event. You will be asked to confirm deletion before event is deleted.





To View Published Images & Generate Reports

- 1) Login, Confirm “Events” tab at top of page is selected If not click on “Events” tab.
- 2) The “Event Type” navigation panel allows you to select
  - a. All Events
  - b. Open Events
  - c. Completed Events
- 3) Double Click on the image of the event you wish to view.
- 4) Event Opens -Thumbnail views of all images are displayed, the current selected image is enlarged.
- 5) The navigation Panel allows you to select “Photos” or “History” within the dialog box.
  - a. If “Photos” is selected the slider will show all the uploaded images



- 6) If “History” is selected – One box will display the name of the event, date of the event, and how many images were processed by fotoShout at the event.
  - a. Click on selected Event (distinguished by day and date)
  - b. All images that were processed with fotoShout that day are viewable.



File Name:	SF2214_0878.jpg
Submitted:	8/13/2013 2:20:29 PM
Publishing Status:	Published
Guest(s):	en: [redacted]@a.com ✓

- c. Each Image displays **Image File Name**, **Date & Time** submitted for publishing, **Publishing Status** – such as - **published, waiting to publish, not published yet/unauthorized**, **guests e-mail address**.



- 7) **REPORTS** - When History mode is selected “Reports” can be generated. (video demo on fotoShout web site.)
  - a. Click on the “Generate Reports” tab left side of screen. All information collected will be displayed.

The screenshot shows the fotoShout web interface. On the left, there's a sidebar with 'Events' and 'Preferences & Setup' tabs. Under 'Events', there's a section for 'RETEST US Open images' with a 'Photo Type' dropdown set to 'History' and a 'Generate Report' button. The main area displays a calendar view with photo thumbnails for various dates. On the right, a table lists generated files with columns for File Name, Email, Last Name, First Name, and Authorization. A 'Close' button is at the bottom right of the table.

File Name	Email	Last Name	First Name	Authorization
CAPG2340 0380.jpg	img@foto.com	Camera	Shout	78 photo(s) [X]
CAPG2341 0381.jpg	img@foto.com	Camera	Shout	[Green Check]
CAPG2342 0383.jpg	img@foto.com	Camera	Shout	[Green Check]
CAPG2342 0385.jpg	img@foto.com	Camera	Shout	[Green Check]
CAPG2344 0388.jpg	img@foto.com	Camera	Shout	[Green Check]
capg2344 0390.jpg	img@foto.com	Camera	Shout	[Green Check]
capg2344 0391.jpg	img@foto.com	Camera	Shout	[Green Check]
capg2344 0392.jpg	sal@foto.com	Camera	Shout	[Green Check]
capg2344 0392.jpg	sal@foto.com	Camera	Shout	[Green Check]
capg2344 0393.jpg	cam@foto.com	C	S	[Green Check]
CAPG2345 0387.jpg	img@foto.com	Camera	Shout	[Green Check]
CAPG2348 0396.jpg	img@foto.com	Camera	Shout	[Green Check]

- b. A file may also be generated for easy export to Excel. Just Click on the Excel Icon.



- 8) When done click the “Back” tab.

Additional Metrics, Tracking, and Reports are available after the event is completed. Please view the “fotoShout Metrics, Tracking & Reports Quick Guide”

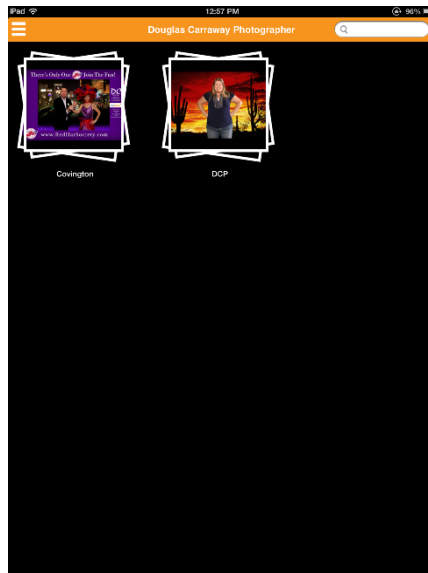
### **Section 3 – Event Computer & Tablet**

- 1) Event computers & iPad tablets should already have fotoShout software installed. If not please review user guide, “How to Install fotoShout Software.” Install before proceeding.
- 2) Turn **ON** event computers.
  - a. Connect computer to the internet. Your computer will automatically sync to the fotoShout Portal. The first time you ever sync your event computer to fotoShout in might take a couple of minutes. After an event is created on the fotoShout portal you must sync your event computer to use new event set up. As stated this only takes a couple of minutes, you **Do Not** need a live internet connection to use fotoShout at the event.
    - i. The file you created in the fotoShout portal will automatically be created on your event computer. (*c:\fs\_place images here*)
    - ii. Direct your event software to place your images in the folder you created on the fotoShout Portal. (*c:\fs\_place images here*)
- 3) Start the fotoshout app on the iPads
  - a. Login screen will display





- b. Enter your e-mail address, password & URL (+ “/API/fs1” - see iii)
  - i. The URL is your routers IPv4 address, the same number when you reserved your Routers IP Address.
  - ii. To find your **Routers IPv4 Address** – Open “**Network & Sharing**,” If you’re using wired LAN, click on “**Local Area Connection**,” Click “**Details**,” the **IPv4 address is displayed**.
  - iii. Enter the **IPv4** address in the URL box on the iPad, at the end of the URL enter /API/fs1. The URL you enter will look similar to this <http://192.168.1.85/API/fs1>
  - iv. Either turn off your fire wall, or allow fotoShout access.
- 4) Click “**Login**”, your connected. Tap the screen of the event you wish to view.
- 5) When an image is taken, your event software should be set to transfer the image to the monitored folder, fotoShout automatically transfers the images to the fotoShout app on the iPad.

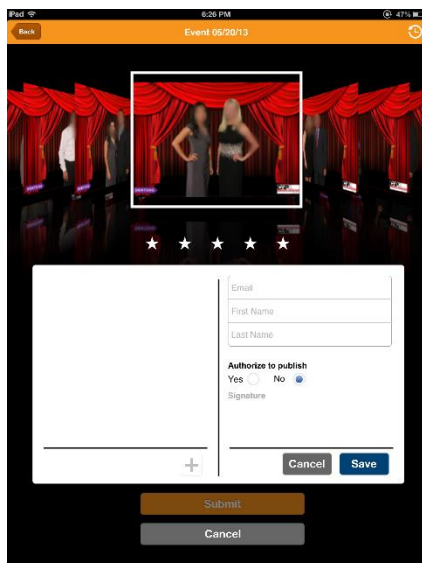


## Operating the fotoShout iPad App

- 1) To collect request information
  - i. Tap the image to bring up the options interface.
  - ii. Fill in the requested information – name\address\permission to publish\etc. Tap the signature dialog box to enlarge, have guest sign, click save.

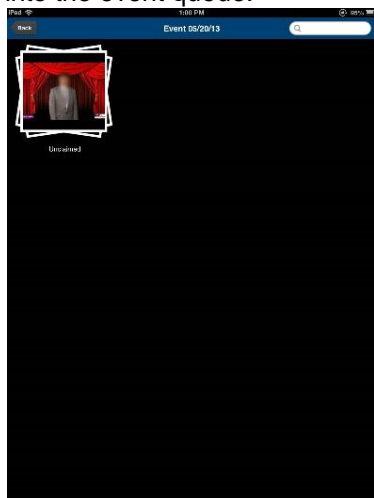


- iii. To add another person's information to the same image tap the "+" symbol. Enter information. When completed click "save", click "submit," click "confirm."



- iv. After "Confirm" is clicked image will disappear from the event queue, image is moved to the History folder on all iPads.

- 2) **Un-Claim** an Image. This feature allows removal of an image from the event queue. The image may be placed back into the event queue at your discretion.
  - i. To remove image- press and hold image. A dialog box will display, "**Do You Wish to Un-Claim Photo**," Click "**yes**." Image will be removed from event queue.
  - ii. To Re-Claim image – press history icon located in the top right hand corner of tablet event screen. Tap on the "**Un-Claim**" folder. Tap on the image you wish to Re-Claim. A dialog box will ask if you want to **Re-claim** the image. Tap "**Yes**." Image will be moved back into the event queue.



- 3) **To Enlarge** (zoom) - Double tap image.



- 4) **To View** images when using either regular event mode or zoom mode, swipe your finger across the screen left to right, and right to left.
- 5) **Event History & Editing** – After guest information has been collected, entered & saved the images are moved to Event History. Tap History icon (top right corner) to view saved images. Collected information can be **edited**.
  - i. Tap the image you wish to edit, click on edit information.
  - ii. Edit information, select Save then Submit.
  - iii. If images have already published editing will not be available.



- 6) **Un-Lock an Image** – When an image is selected to enter information the other tablets are locked out. A message will display “Image is already in use, do you wish to override?” Select “Yes” or “No.” Most of the time the answer is No. Let those who have the image open finish entering information. If “**Yes**” is selected Image will be available to you.

### Tips

Don't forget to;

- Turn off your firewall or give fotoShout access.
- iPads are connected to the correct router.
- Add “/API/fs1” to the end of your URL