

eWebRenter Booking Portal Media Administration: User Guide

Overview

An open-source, browser-based application called "Coppermine Photo Gallery" is used for managing the uploading of digital media (photos, videos and documents) by clients of the eWebRenter online Booking Portal application.

The Coppermine media gallery application is available via any browser at the URL:
<http://media.ewebrenter.com/>

Users are required to login to use the site – see below for credentials access.

Once logged in, users will be required to create:

- A “**company**” album: this will store company-specific items:
 - o A banner image for the dealership’s eWebRenter Online home/location page(s)
 - o The company logo
- A private “**Vehicle Class**” album **for each class of vehicle** (see note regarding Vehicle Class below): this will contain all images associated with that specific Vehicle Class ID.

Note also:

- o One image with the keyword "featured" will be displayed as the main image for that class, such as when displaying the search results page;
- o The order of images in the album will be the order displayed within the app gallery; thus the first image displayed can be other than the featured image.

In addition, if you offer **Equipment Options**, such as folding chairs, coolers, awning lights, etc., you can associate an image with each option. You do this by associating the option (e.g., a folding chair) with the URL to the image of the chair. For purposes of security, it is critical that the image URL be on a site that is protected by an SSL Certificate. If you desire, you can upload your equipment images to the Coppermine Gallery, and then link to the URLs generated by Coppermine Gallery. You could, for example, create an album called “Equipment”, and upload all the images into that album, similar to what you will do with the “company” album.

Login credentials

The person you assign to manage your media will be given credentials (username and password) to access the site. The credentials should have been emailed to you by a Dealership Software representative. If not, please [contact Dealership Software](#). It is recommended that you change your password the first time you access the site.

A note on credentials:

The initial credentials to log into Coppermine can be found within the eWebRenter software by navigating to “Admin/Company/Customer Portal / Booking Portal” and selecting the tab named **Booking Portal**:

Customer Portal / Booking Portal

Online Basics Customer Portal: Basic Booking Portal BP: Check Out Form

Booking Portal / Coppermine Credentials

Company Portal ID: 645

Company Full Name: UniversalRVDemo

Coppermine User Name: URVD1

Temporary Coppermine Password: Changeme1234 (Default password for initial log-on)

Google Analytics

Tracking Code: JA-139725727-1

Portal Banners

Company Banner Header: Welcome to Universal RV! (Max. 35 chars)

and Subheader Text: Select your location (Max. 45 chars)

Location Banner Header: Select your dates and RV (Max. 35 chars)

and Subheader Text: More text here (Max. 35 chars)

Banner Text Position: Top Banner Overlay Position: Left

Heartland Credit Card Keys

Public Key: *****

Secret Key: *****

Save / Close

Your Coppermine Username is displayed along with your initial password for logging into Coppermine. On your first login, you will be asked to create a new password. You must then save this password somewhere safe – it will NOT be displayed on the above screen.

A note regarding the Vehicle Class:

The "Vehicle Class ID" for the purposes of eWebRenter is the ID given to a **set** of vehicles that share most, if not all, characteristics. It does NOT refer to "Class A", "Class B", etc. directly, but is typically a subset of such a class. For example, "C 25" might be the Class ID given to all 25' Class C vehicles of the same brand. **Only vehicles that are identical or nearly so should be in the same "vehicle class" since the same photos and descriptions will be used for all vehicles with that class designation.**

When a customer chooses a vehicle, the images they see will be a prime reason for that selection, so they should be accurate. If the main difference is the exterior paint job, it may still be OK for them to be in the same class. On the other hand, if the vehicle is slightly different in length, functionality, floorplan, etc., then they should be in different classes. You do not want a customer who is picking up their rental to be surprised that the vehicle is different from what was shown on the website, so please careful when deciding on the Vehicle Class!

IMAGE REQUIREMENTS/RECOMMENDATIONS

Although most any image will "work" with the application, some will work much better than others. Here are the requirements / recommendations:

Requirements

- Maximum image size: **2MB**
- Although Coppermine Gallery does not enforce this, **it is required that all images – except the logo - be at least 640px in WIDTH, regardless of height. Images that do not meet this requirement will appear as MISSING on the website.**
- Although Coppermine Gallery does not enforce this, **it is required that the image used for the home page and location page banners be at least 2048px WIDE and in landscape orientation.**

Recommendations

- The logo, displayed in the navigation section of the Booking Portal, will be resized to 80px in height for any logo image greater than 80px in height.
- It is highly recommended that most, if not all, vehicle and equipment images have **the same aspect ratio** (ratio of width to height);
- Similarly, it is recommended that "Featured" images, e.g., those that will appear on the "class selection page", should be fairly consistent, meaning have the same background, size and

orientation. This will allow the images to be displayed in a neat, consistent grid.

- It is a good idea to have photos of both the Interior and Exterior of the vehicle. Floorplans and other photos can be included.

- Acceptable image formats: jpeg/jpg/png/gif

Managing Albums/Photos

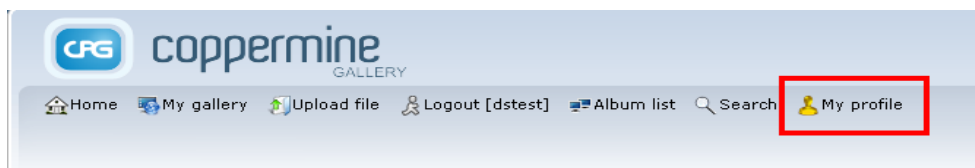
Log in to the Coppermine Gallery at: media.ewebrenter.com



If you haven't already done so, change your password from the one that was given to you. To change your password:

- Click "My profile" from the top menu

If you have forgotten your password, click "I forgot my password". A temporary password will be emailed to you. If it is not, please contact Dealership Software.



- At the bottom of the screen, click "Change my password" - Follow the instructions



OVERVIEW

There are two types of albums that need to be created, a single “**company**” album and “**class**” albums for each class of vehicle. An optional “**equipment**” album may be created for storing images of optional equipment (e.g., grill, bike, etc.) you may have so that your customers have a better idea what they are purchasing; if so, follow the same instructions as for creating the “company” album.

THE “company” ALBUM

The company album is used to store images related to the company as a whole, such as the company logo. Currently, the Booking Portal requires two company images, one for the logo, and one for the banner that is displayed on the company “home page” and location-specific pages.

- Logo

For purposes of branding, your company logo is displayed at the top of each page. The image should have a maximum height of 80px. When a user clicks on the logo, they will be re-directed to your main website. The URL that is used for re-direction can be found in the eWebRenter application, under Admin > Company > Customer Portal / Booking Portal > Online Basics > Links to Company Website. Please make sure this field contains the full URL to your website’s home or rental page (e.g., https://www.company_name.com)

- Banner image

For purposes of branding, you need to upload an image to be used as the banner image. This image should be at least 2048px in width; Since eWebRenter Online is a responsive site, the image used should be large enough to handle being displayed in browsers in desktop, tablet, and mobile views; it is recommended you test this image in all formats once it is uploaded.

Both the logo and banner images must be uploaded to your “company” album.

To create the “company” album:

- Hover over "My profile" in the top menu
- Select "Create / Order my albums"
- For "Select category", choose the name of your Company from the dropdown. If it does not appear, contact Dealership Software.
- Click the "New album" button

- Enter “company” (lowercase, without quotation marks) into the text field, and click “OK”.

To upload your company logo:

- Just to the right of the newly created album name, click on the icon for “Upload file” (NOT the Edit button!)

- In the "Upload file" dialog, ensure the “company” Album is selected

- Depending on the upload mode – single or multiple if Adobe flash is installed locally - click “Browse” or “Choose File” (hard to see, but it has the magnifying glass) to bring up a file select dialog

- Find and select the logo image

- Enter the Keyword “logo” (lowercase, without quotation marks) into the Keywords field

- Upload the file

To upload your banner image:

- Follow the same steps above, EXCEPT enter the keyword “homepage” (lowercase, without quotation marks) into the Keywords field

To upload Equipment Options:

- Following the same steps above, create an album called “Equipment”, and upload your images, one for each option. Once uploaded, view it in the gallery, then while hovering over it, right-click the mouse and select “Open image in a new tab” to display the image by itself in the browser. Then copy and save/paste the URL as needed into the eWebRenter application, as per the [eWebRenter Customer and Booking Portal Setup Instructions](#) documentation, so that you can match the image to the equipment.

THE “class” ALBUMS

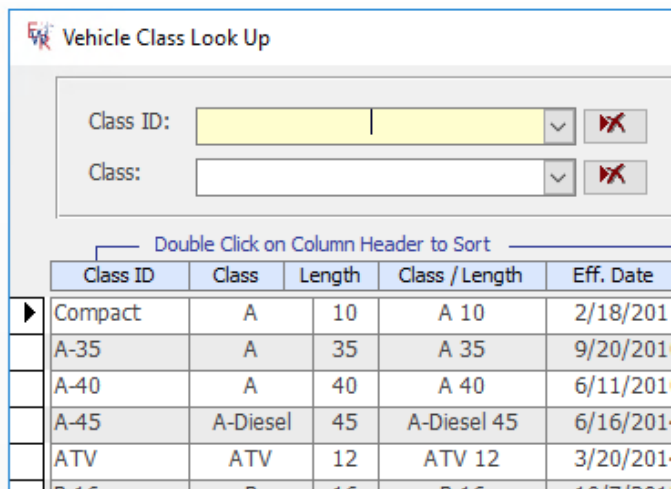
For EACH CLASS of vehicle that you want to appear on the website, you must create a "Photo Album" for that class using the “Class ID” as the name of the Album. You must associate the album with the appropriate Category. The Category is assigned by Dealership Software and is the **same as the name of your Company**. You then upload the images of that class of vehicle into the album, and tag one of the images as "featured".

To create an Album for a Class:

- Hover over "My profile" in the top menu
- Select "Create / Order my albums"
- For "Select category", choose the name of your Company from the dropdown. If it does not appear, contact Dealership Software.
- Click the "New album" button
- Enter the name of the Class ID into the text field.

This must exactly match the Class ID (including spaces, dashes and other characters) as it is in the eWebRenter Software. This image shows where to find it. For example, it could be “A-35” (case-sensitive, without the quotation marks).

Navigate to: **Vehicles / Class / Pricing / Find Class**. The Class ID is found in the first column.



The screenshot shows a window titled "Vehicle Class Look Up" with two dropdown menus for "Class ID" and "Class". Below the menus is a table with the following data:

Class ID	Class	Length	Class / Length	Eff. Date
Compact	A	10	A 10	2/18/201
A-35	A	35	A 35	9/20/201
A-40	A	40	A 40	6/11/201
A-45	A-Diesel	45	A-Diesel 45	6/16/201
ATV	ATV	12	ATV 12	3/20/201

- Click "OK"

Uploading images into the Album:

- Just to the right of the newly created album name, click on the icon for “Upload file” (NOT the Edit button!)
- In the "Upload file" dialog, ensure the correct Album is selected
- Depending on the upload mode – single or multiple - click “Browse” or “Choose File” to bring up a file select dialog
- Find and select all images of interest for this Class. If using the multiple file upload interface, as you select images, they will automatically start being uploaded to the server and resized as needed. (Note: On the right of the "Upload file" dialog, you can toggle from uploading multiple images to one-at-a-time if desired.)

Set a “Featured” Image

Every class should have a “featured image”. This image is shown on your Booking Portal’s “Checkout” and “Confirmation” pages so the customer can remember what vehicle they selected.

To set the featured image:

- Once you have uploaded all the photos for the album, in the top menu, click “My gallery” to see all your albums
- Find the Album you just created, and click “Edit files” to display all uploaded images
- For the image you want to “feature”, enter the keyword “featured”. Typically the featured image is a photo of the exterior of the vehicle, or perhaps a floorplan.
- Optionally, you can enter multiple keywords - keywords are separated by semi-colons - such as Internal, External, Floorplan, etc., although these other keywords are not used by eWebRenter Online at this time.
- Click “Apply changes”

Set Album Permissions

- Still in the "Edit Files" view, in the menu, click “Album properties”
- Next to "Album category", you should see your Company name. If not, select your Company

from the dropdown.

- Under “Permissions for this album” → “Album can be viewed by”, it is **highly recommended** selecting “Members of the 'your company name' group”. By doing so, only members of your group will be able to manage the images in the album.

- Click “Update album”

Sorting images in an Album:

The order in which images are displayed in the eWebRenter Online gallery **for a particular class** is the same as the order in the Coppermine Gallery’s “Sort my pictures” feature, with the top-most image being displayed first. For example, some dealerships prefer to have the first image be an image of the vehicle’s exterior, while others prefer the vehicle’s floorplan.

Once you have uploaded the images into your class album, you can re-order the images within Coppermine Gallery by selecting **My profile / Sort my pictures**, then selecting the Album you wish to sort. You can then “drag-and-drop” the images, or select an image and use the top/up/down/bottom arrows to move them into the desired order. Save your changes.

Testing

- Visit the eWebRenter Booking Portal for your company.

- View the company page and location page(s):

- Is the logo being displayed at the top?
- Is the banner image being displayed appropriately when you minimize and maximize the width of the browser?
- When you click on the logo, does it bring you to your main website’s home page?

- Search for a class or multiple classes of vehicles. Is the Featured Image being displayed for each class of vehicle?

- Select the vehicle. Are all images for that Class being displayed in the gallery?

- You will want to select each vehicle and browse their gallery to ensure all images are working

- If you uploaded images for Equipment Options, then also select one vehicle in each class, and continue until you are able to “View options”. View the options, and click the expand (red plus sign) to view the image and description of each option.

Maintenance

The above steps detailed only one of several ways of navigating through Coppermine. Typically, you would hover over "My profile" to create/modify albums or click Gallery to access them. The main points to reinforce are:

- All albums must be associated with the Category that is the name of your Company.
- All albums should have permissions set so they are viewable by only members of your Group
- Each album should have one and only one "featured" image.