

## Image gallery overview

This guide will provide an overview of the Gallery Image application from both the front-end and admin side of the application.

We will cover the following topics:

- [How to set admin permissions in image gallery](#)
- [How to add & edit album in image gallery](#)
- [How to add images to album](#)
- [How to add metadata in image gallery](#)
- [How to use gallery component](#)

## The admin side & gallery permissions

As an application administrator, head to **Admin > Image Gallery**.

A screenshot of the 'Admin / Edit Permissions' interface. The page title is 'Permissions'. Below the title, there is a descriptive text: 'Define who has the right to add new image album. Note: Each album has its own permissions. Users with Manage Gallery permission can view, edit or delete all albums.' There is a search input field with the placeholder 'Start typing to add...', a 'Browse' button, and a 'Remove' button. A dropdown menu is open, showing 'Role: Administrators' and two users: 'User: Claromentis Administrator' and 'User: Demo Account'. Below the dropdown, there are two checked checkboxes: 'Add albums' and 'Manage all albums'. There is a link 'View effective permissions...' and a blue 'Apply permissions' button.

You can assign user groups and roles to have permissions over the following options:

- **Add albums:** User(s) can create a new album
- **Manage all albums:** User(s) can add, edit & delete all albums that have been created

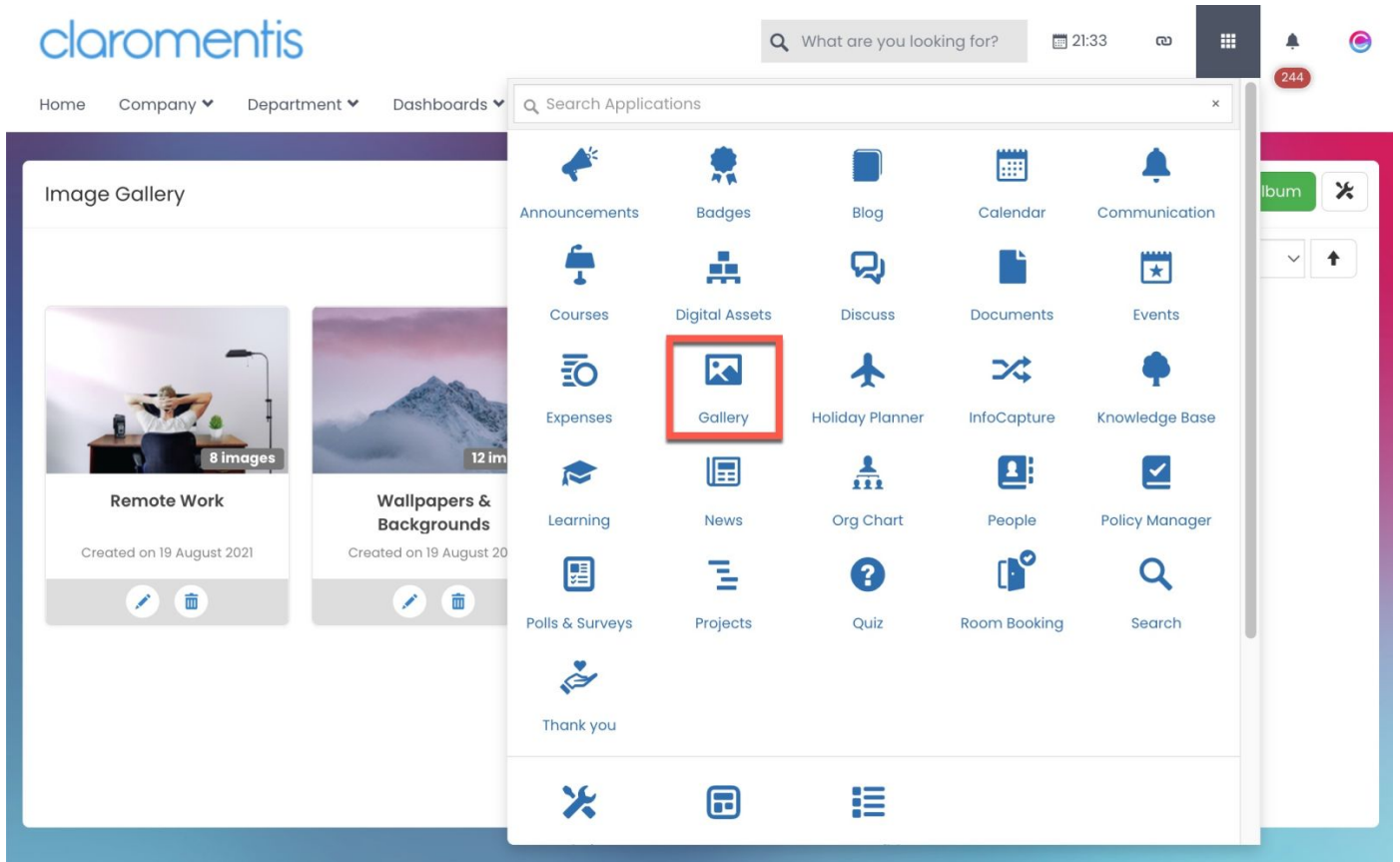
**Please note:** Each album has its own set of permissions. Users with Manage Gallery permission can view, edit or delete all albums by default.

## The front-end & album management

Albums can be added & edited from the front-end of the application.

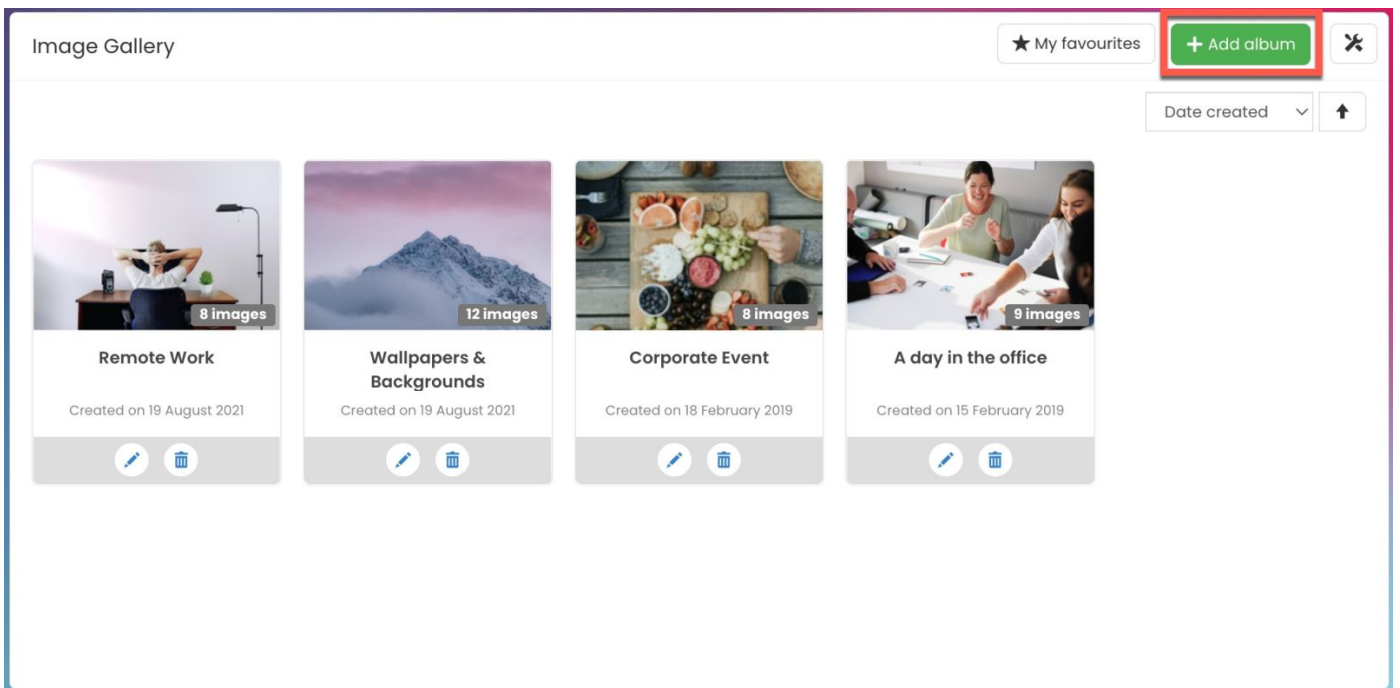
### Adding an album

Navigate to **Application > Gallery**.



You will be taken directly to the Image Gallery landing page where you will see all existing albums.

With the correct permissions, users will have the ability to create albums using [+ Add album](#)



**Reminder:** If you do not see the option to create a new album, please check with your administrator that you have the permission needed to do so.

When adding an album, there will be a series of fields to fill out:

The screenshot shows the 'Image Gallery / Add album' form. At the top right, there is a '★ My favourites' button and a close icon. The form contains the following fields and options:

- Title:** A text input field.
- Description:** A larger text area with a small icon in the bottom right corner.
- Metadata Options:** A section with a checkbox labeled 'Make images from this album available in rich content.' which is currently unchecked.
- Set permissions:** A section with a search input 'Start typing to add...', a 'Browse' button, and a 'Remove' button. Below this is a dropdown menu showing 'All registered' as the selected option.
- Permissions list:** A list of checkboxes:
  - View images
  - Add images
  - Edit images properties
  - Delete images
  - Edit album
  - Delete album
- View effective permissions...** A link below the permissions list.
- Buttons:** 'Save changes' (blue) and 'Back to album browsing' (white with grey border) at the bottom.

- **Title:** A title for the album
- **Description:** A brief description of what will be contained within the album
- **Metadata set:** The metadata that will be associated with the album
- **Set Permission:** Permissions options for the album with varying levels of management

### Album permissions

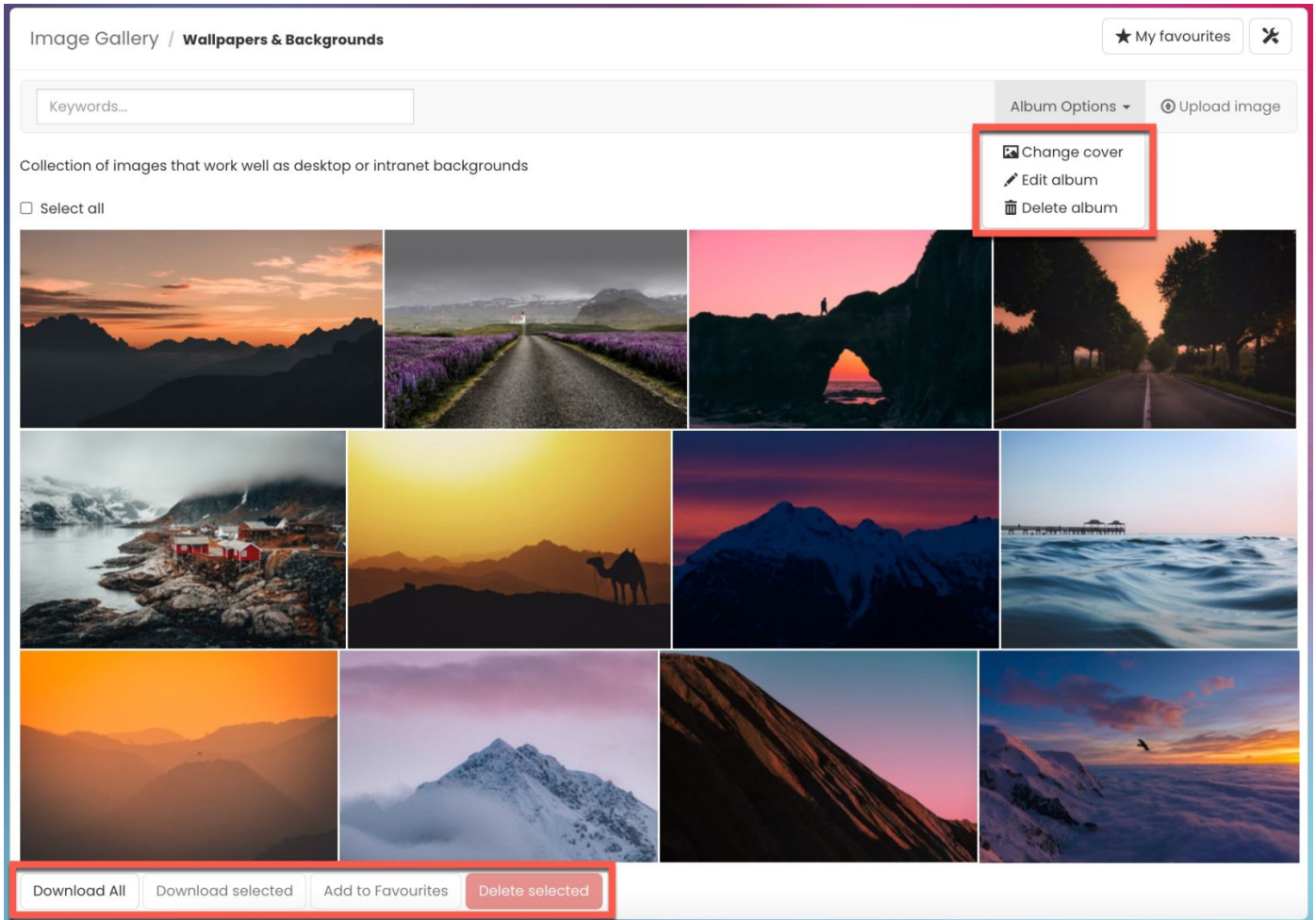
- **View images:** User(s) can view the album & images
- **Add images:** User(s) can add images to the album
- **Edit images properties:** User(s) can edit the properties of each image in album. Properties include Album cover image, Title, & Keywords.

- **Delete images:** User(s) can delete images in album
- **Edit album:** User(s) can edit images & album.
- **Delete album:** User(s) can delete images & album

## Editing an album

Users with permission can edit each album using the following options.

Selected images (or entire album) can also be downloaded & deleted as needed.



## Adding images to album

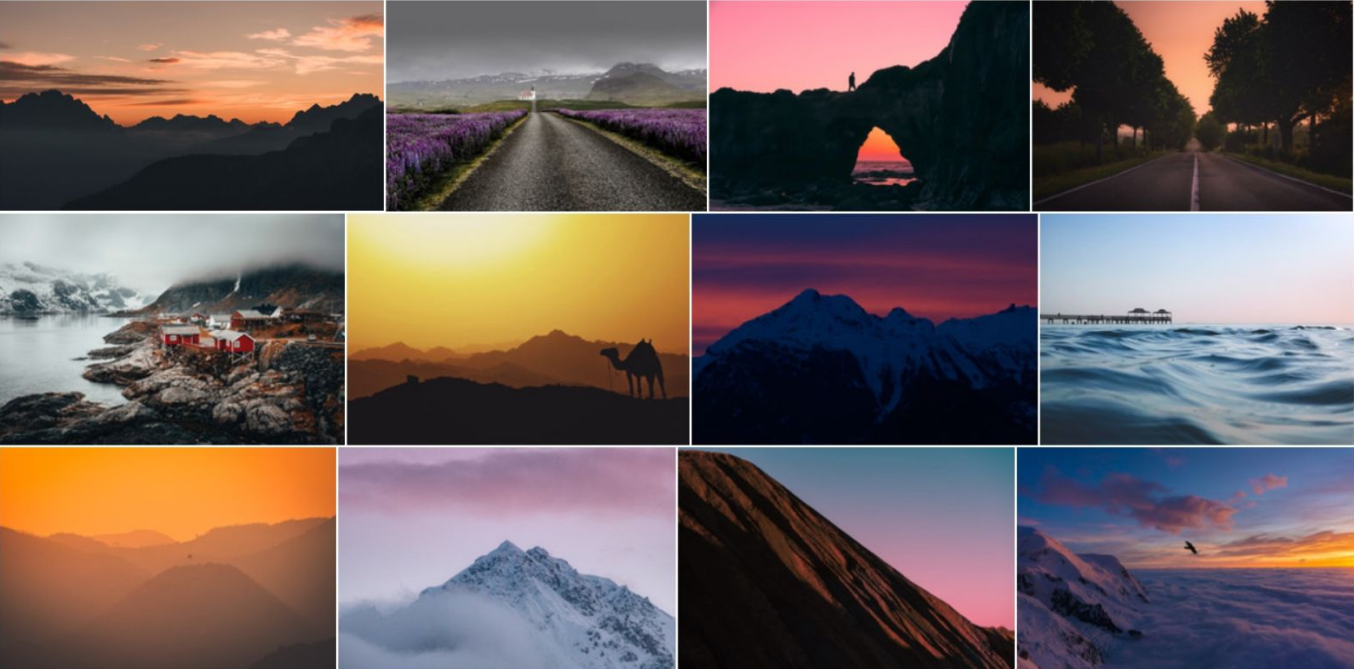
Head to the album you wish to add images. Use the **Upload Image** option to add images to the album.

Image Gallery / Wallpapers & Backgrounds ★ My favourites ✕

Keywords... Album Options ▾ **Upload image**

Collection of images that work well as desktop or intranet backgrounds

Select all



Download All Download selected Add to Favourites Delete selected

You can fill in the image details:

Image Gallery / Wallpapers & Backgrounds / **Add new image** ★ My favourites ✕

**Upload image**   
 or [select from pre-uploaded...](#)

**Title**   
 If you leave title empty or upload multiple files or an archive, the image(s) will be saved with the original names

**Keywords**   
 Enter multiple keywords separate them by comma (,)

- **Upload Image:** Select the image(s) to upload from your local device.
- **Title:** Set a title for the uploaded images. If you leave title empty or upload multiple files or an archive, the image(s) will be saved with the original names
- **Keywords:** Enter multiple keywords separate them by comma (,). Keywords will be displayed under each image in album.

**Please note:** Any large files can cause performance issues across the site so we strongly advise compressing the file size to a reasonable size before attempting to upload images.



## Gallery metadata

Metadata in Image gallery can be configured and managed by Metadata application administrators.

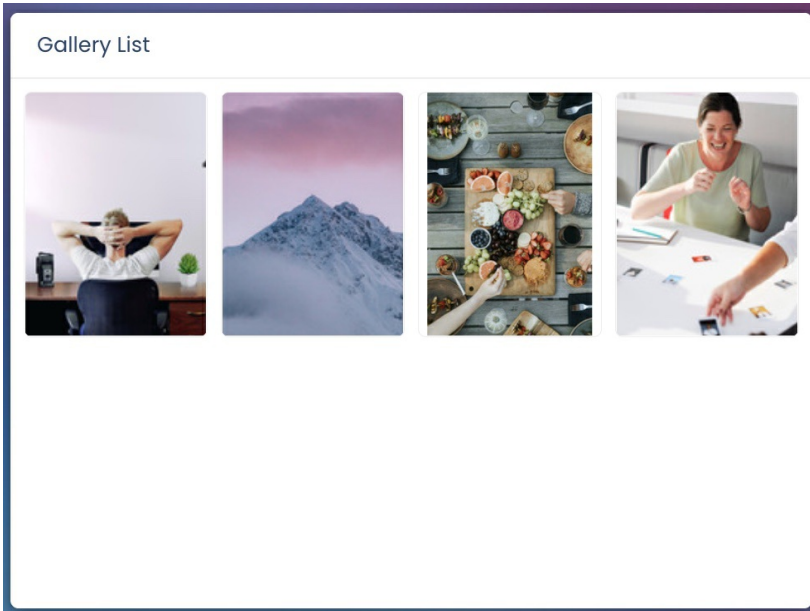
Metadata can be used to provide more information about the gallery album & images.

For more information, check out the Image Gallery section of our Metadata guide.

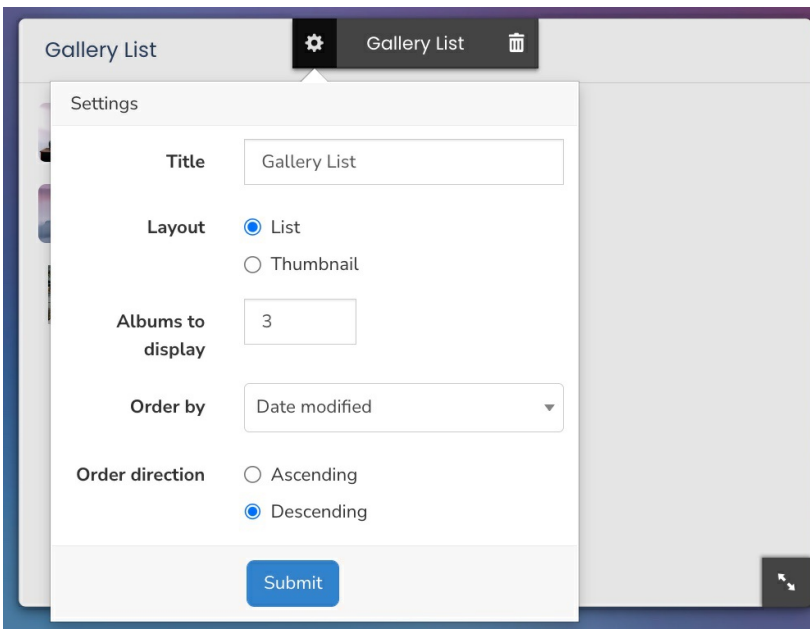
## Gallery component

Gallery albums can also be accessed from a Page using the **Gallery List** component.

The component allows you to display albums for users to access & view.



The component settings are as follows:



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Tags: album, gallery, image gallery, user guide