

i-File

accessible media



i-File is a database-driven web application for the storage, management and distribution of digital product images, video files and other documentation, for use by advertisers, retailers, press and others. Its simplicity of use for both administrators and end-users gives it a compelling edge over other systems.

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Benefits to clients



- + *i-File* costs less than many other digital storage services.
- + *i-File* saves time and work. Staff are no longer tied up with answering enquiries, locating and retrieving files, and finding and dispatching digital content.
- + *i-File* gives peace of mind. You can be sure the images and other files being used to promote your company are the most up-to-date.
- + *i-File* gives authorised users instant access to product content at any time
- + *i-File* provides complete control over the use of your digital product assets
- + *i-File* is easy: there is no learning curve. Advertisers, retailers, press and other users don't have to learn a complicated system.
- + *i-File* can be individually branded to your company's requirements.

i-File features



- + A central library for all of your product images (in both low and high resolution formats), video files, pdf files, and any other documentation.
- + 24/7 password protected access for all authorised internal and external users.
- + An administrative facility for user management, content management and reporting.
- + Browse, search, preview and download content features.
- + Individually branded user interface.
- + Can be hosted independently or seamlessly integrated to your website, intranet or extranet.
- + Can be customised to your individual requirements.
- + Product support includes 3 months free software maintenance, a user manual and complete technical documentation.



i-File Functional Specifications

Administrators can upload files to the library. Images can be uploaded in different resolution formats – Low-resolution used for online display and high-resolution images used for print. All files can be sorted and stored together with descriptions and associated marketing materials or documentation such as advertising shots, lifestyle, TV commercials, press adds, and technical documentation.

Multiple images and other media can be uploaded and connected to particular product, project or event. Besides managing users, an administrator can also create new categories as well as rename and remove them. Files can be flagged for publication, or hidden from public users.

Users can review images and other files by browsing through an easy-to-use interface. Users can also use a speedy search function to locate files. Files can be ticked for download, with a current selection list displayed on the screen at all times. From this list, users can deselect images (and remove from the download zip) prior to clicking the download button.



business_09.jpg
Description:
Two business people in seminar
[view enlarged version](#)

business_10.jpg
Description:
Businessman pointing to whiteboard in small seminar setting
[view enlarged version](#)

business_11.jpg
Description:
Group of business people in seminar with laptop in foreground
[view enlarged version](#)



A4

[add to downloads](#)

education
environment
events
general
lifestyle

broadcasting

business_09.jpg
Description:
Empty corner showing floor and wall

business_10.jpg
Description:
Rear view of site

business_11.jpg
Description:
Aerial view of site

business_12.jpg
Description:
Overhead view of site



A5

A4

i-File: administration details:

Logon

For registered users, logon requires a pre-determined username and password.

User administration

Add user

Administrator can add users : fields include first name, surname, username, password, and administrator access.

Modify user

Administrator can modify the details and access rights of existing users.

Remove user

Administrator can remove users from the system and rescind user privileges.

File management

Maintain product groups

Enables registered users to create and maintain product categories.

Add file

Enables registered users to specify a new product image or additional file (such as lifestyle and logo shots, doc or pdf files), and specify such things as image title, product categories, and multiple image resolutions. Users can also upload marketing document files.

Modify file

Enables registered users to modify an existing file by changing the title, product category, or replacing or removing specified images. Archived files can also be re-activated by setting a publish flag.

Archive file

Enables registered users to archive a file by setting a flag that stops the file from showing up in published search results or category browsing.

Delete file

Removes a file from the system.

Send email link

Enables registered users to send an email link to a file accompanied by a short message.

Reports

Download log

Enables registered users to specify some date and file-type parameters to generate a report summarizing use for a set period. Reports are saved in .xls file format.

i-File: user details:

Browse image catalogue

Enables unregistered users to browse images and other files by product category, model number and to view additional images such as product-related lifestyle shots or logos

Keyword search

Enables users to enter a product code to return a list of matching files.

Preview enlarged image

Enables users to preview a regular image in a pop- up window by clicking on a thumbnail image.

Add to download basket

Enables users to add selected files to the download basket. When the download button is clicked, the files are automatically zipped so that download times are kept to a minimum.

Download files

Enables users to download selected files within their download basket to their PC or network by clicking on the download button.