ORDER REPRODUCTIONS OPTION

INTRODUCTION

This is a tool you can turn on to allow end users to request reproductions from your organization with a simple click of a button.

On the Full image screen, the user can click on "Order Reproduction" (you can change the button label) and an email is auto-generated with the request, the original file name and display URL. This gives you the information you need to find the original item and correspond with the end user about their request.

ON-SCREEN SETTINGS & LABELS

Login as site administrator.

In Site Management, go to the Full Image screen

Site Setup
General values
Branding
Pages
Test public pages
▸ Navigation bar
▸ Search page
▸ Advanced Search
▸ Results
▸ Details
▸ Full Image
▸ Comments
▸ Pages
▸ Postcards
▸ Exhibits
▸ "Browse By" pages
▸ "About" pages
▸ Help
▸ RSS
▸ Atom
▸ Search Widgets
▸ Contribute
▸ My Favourites
... when finished
REINITIALIZE PUBLIC SITE

Ordering Options:

Display Ordering link: ◯ Yes ● No

Original file Name:

Name of original file

Button Label:

Request this image   "Click to send order email"

Email Subject Line intro:

Request for Image   "Order for Image: " [followed by original file name]

Intro block for email body:

Image's source page   "Source Page:" [followed by url for the page from w

Display ordering link: Under "Ordering options" choose whether to have the option display or not (Yes/No)

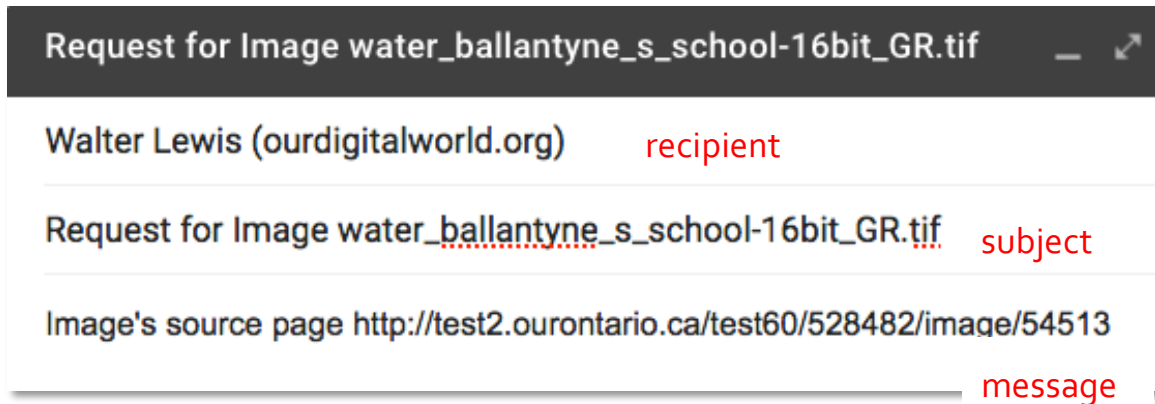If you decide to turn on the option, you can alter the following labels for on-screen display:

Original file name: Change the wording that precedes the original file name from the database

Button Label: Change the text on the button that triggers the request email from the user's default on-board email application.

Water Carriers at Ballantyne School

Name of original file water_ballantyne_s_school–16bit_GR.tif   Request this image
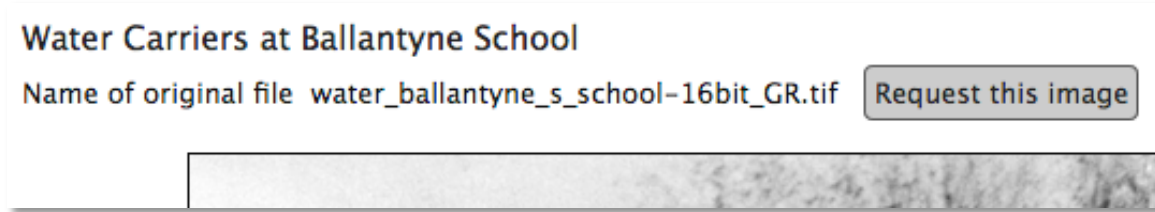
EMAIL SETTINGS & LABELS

You can also change the labels in the email subject line and message first line. The image information is automatically generated.

Request for Image water_ballantyne_s_school-16bit_GR.tif

Walter Lewis (ourdigitalworld.org)   recipient

Request for Image water_ballantyne_s_school-16bit_GR.tif   subject

Image's source page http://test2.ourontario.ca/test60/528482/image/54513

message

After making any changes, update the full image screen then Reinitialize your site to commit the changes on your public site.

EMAIL RECIPIENT

Make sure that your Agency public email is up to date. This is the recipient email for any reproduction requests.

Adjust the recipient email in Agency Management > Labels & Addresses > Public email

Agency Email addresses: Public: wlewis@ourdigitalworld.org

This address is displayed on each public rec
is a valuable link between users and your ag
records and images in specific ways.