

## Advanced Meteor Galleries Administration (v3.0)

### Adding multiple items at once (batch uploading):

Meteor Galleries comes with a very powerful tool to help you add large numbers of items to your gallery at once. This is the batch item upload process (or multiple file upload). The primary thing to keep in mind about batch uploading is that your images **MUST** be organized in a single level of folders within your Meteor Galleries' "images" folder.

In other words, the following folders would work: */images/gwheero* and */images/gwmech*

But the following folders would be unacceptable: */images/gundamw/heero/* and */images/gundamw/mech/*

The latter example would be unacceptable because it places the images two folders deep inside the main "images" folder, and for multiple file uploads, all images must be within the first level of folders. Once you have your images organized such that the multiple file upload process can find them, you may continue with the process of adding those items to your site.




Click the "upload" link on the main menu, and then select "Upload Multiple Files" on that page. You will then be presented with the list of top-level folders inside your "images" folder. Click the folder from which you wish to add your items. The next page will list your items and automatically select those items that do not yet have a thumbnail image created for upload (it is assumed that if there is no thumbnail image, that the item is new and should be added).

**Fig. 1 – Multiple File Upload, Step 2: Select your files**

**Batch File Upload Step 2: Choose your files**

Use the list below to select which files you wish to upload--place a checkmark in the box next to the ones you wish to add.

Files with no thumbnails will automatically be checked for upload after thumbnails are generated. Please be patient for this page to load, as it is generating thumbnail images for these items.

	HeiCel3.jpg	<input checked="" type="checkbox"/>
	Hei01.jpg	<input type="checkbox"/>
	HeiCel5.jpg	<input type="checkbox"/>

**Upload to:** Production Cels—Gundam Wing ▼

Add Files

Place a check mark next to the file(s) you wish to add. Then, select what category and series you wish them to be added to from the drop-down menu. Once you have made your choices, click the "Add Files" button.

Your items will now be added to your gallery one at a time. Most times, this will be done so quickly that by the time the next page loads, every item will show as having been added. Please be patient with both the selection page and the completion page as both pages are the result of processing a rather large amount of information (thumbnails are generated upon loading the selection page).

**Fig. 2 – The Batch Completion page**



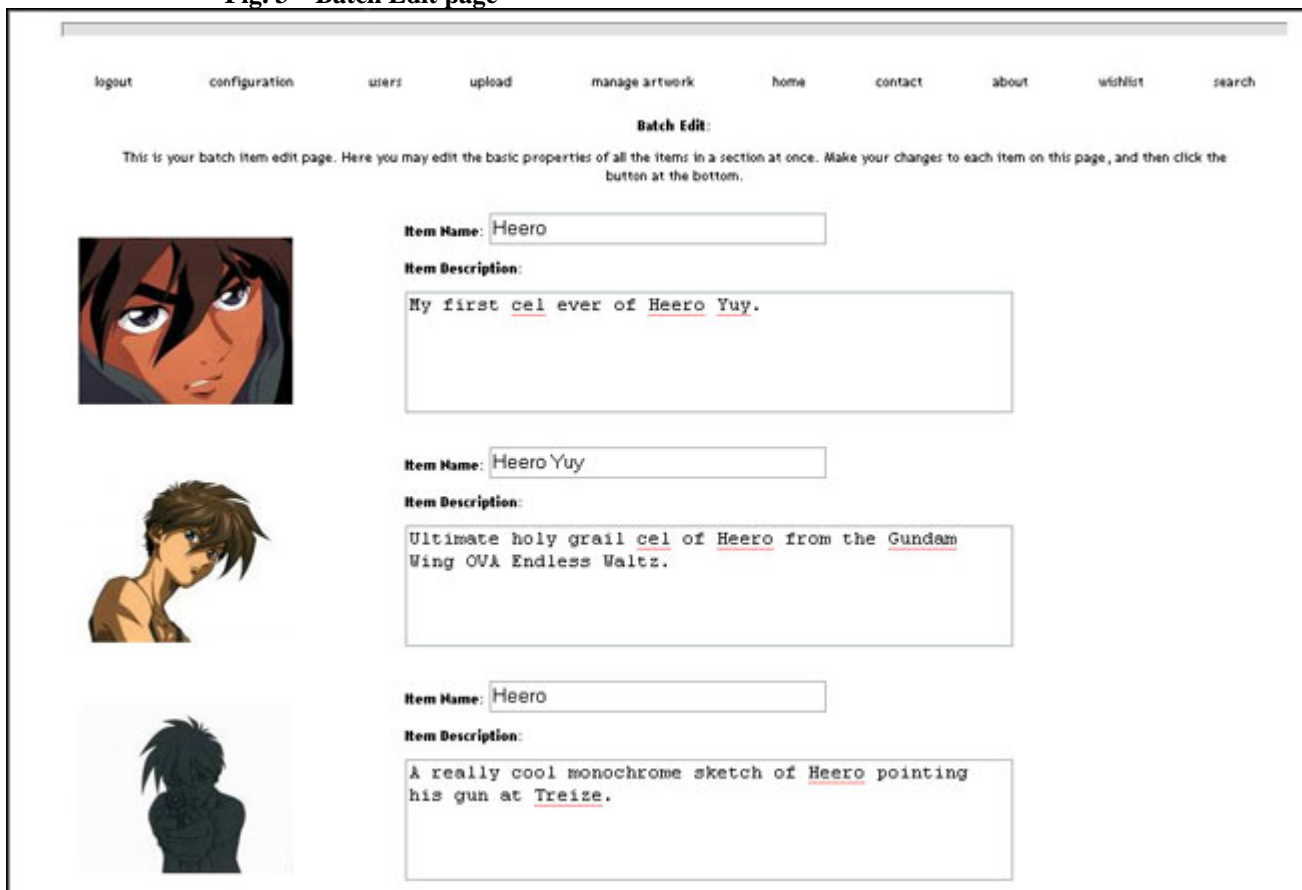
Once your upload is complete, you may choose to edit the files using the “batch edit” page or go straight to that series to see your files. Batch edit is another powerful tool, but it does have limitations. Now that we’ve used the batch upload process, let’s explore the batch edit next.

### **Editing multiple files (batch edit):**

The batch edit form is another of Meteor Galleries’ more powerful tools for adding and processing large groups of items at once. Though these functions will likely be improved with time, their first versions still make quick and dirty work of some of the most tedious tasks associated with running a large animation artwork gallery.

Using the batch edit form is simple. To access it, click on the “manage artwork” link on the main menu, and then click the “Edit Multiple Files” button. You will be prompted to choose what category—series you wish to edit items from. Yes, you can only edit items from one series at a time. Select the series you wish to edit items from and click “Go.”

**Fig. 3 – Batch Edit page**



What this page allows you to do is edit the name and description for each item in that series, and update them all at once. Make your changes to each item as needed and then click “Update.” The next page will display the success or failure of each item update – if you see any failures, this likely indicates that you did not make any changes to the item. This is nothing to worry about.

Additional features for the batch edit page may be added to future versions!

### Editing Categories and Series:

The next topic not covered by the QuickStart guide is editing categories and series. Once you add them, you may always go back and edit their names, descriptions, thumbnails and you may choose to hide them or unhide them at any time. The “edit category” and “edit series” pages are identical to the “add category” and “add series” pages except that the “edit series” page adds an option to move that series into another category as well as the ability to set how many items should be displayed in each row and how many rows on each page for the series.

To edit a series, click the “manage artwork” link on the main menu and then click “Add/Manage Series”. Click “view series” next to the category containing the series you wish to edit. Next, you will see a list of series inside the category you have selected. Each series will have two option links next to it: “edit” and “delete”. To edit the series, click “edit.”

**Fig. 4 – Edit series page**

Edit Series:  
Here you can make changes to the series you've selected. If you do not wish to edit this series, either use the back button in your browser or use the menu above to navigate. If you wish to make a change, use the form below and click the 'edit' button. No changes are made until this button is clicked.

Series Name:

Series Description:

Series Thumbnail:

Manual Series Thumbnail:

If you have an image uploaded that you would prefer to use as a series thumbnail instead of one of your artwork images, please type the path and filename above (ex. images/series/thumbs/somethumb.jpg). The full correct path is needed (relative to the main MG installation directory) or it will NOT work properly! If this field is filled in, it will AUTOMATICALLY override the above drop-down menu!

Hide Series?

Items per row:   
This is the number of item thumbnails you wish to go horizontally across the page for this series/section.

Rows per page:   
This is the number of rows of thumbnails you wish to fit on the page for this series/section.

Move to:

(c) 2010 Powered by Meteor Galleries version 3.0

To make basic changes to the series information such as name, description, and thumbnail image (or to hide/unhide), make your changes and click “update”. To move the series and all of its items to another category, select the category from the drop-down box and click “Move.”

Category edits work nearly identically to series edits, except that you cannot move categories anywhere, since they are the top level of organization. To edit a category, click the “Add/Manage Categories” link from the “manage artwork” page. From there, choose “edit” next to the category you wish to edit. If you wish to delete a category or series, this can be done by clicking the “delete” link next to the series or category you wish to delete.

**Note:** All deletions—categories, series, items, and sketches all require confirmation before they are permanently removed. Also, a category or series that still contains items can NOT be deleted until all items are either moved to another category or series or deleted.

As of MG v2.0, you now have the option to add a static, admin-set thumbnail image for series and categories. This can be seen on the updated edit category page and the edit series page as a text box in which to type the path and file name. If you are unsure how to set the path and file name yourself, it is recommended that you stick to using uploaded item images as your thumbnails!

### Sorting Categories, Series', and Items:

Meteor Galleries gives you the ability to sort your categories, series, and items in any order you choose, and in a very powerful way. This method may not be as simple as possible, but it gives you total control over what order your items are displayed in, and allows you to set this order relatively quickly.

We are combining the sorting topics into one section because they all work the same way. Each category, series, and item has a position identification number associated with it. This number is set by default, to 0. What this means is that by default, items are displayed in their sections (or categories or series) in the order in which they were added to the gallery. This is because each category, series, and item is assigned a unique identification number when you add it to your site. These numbers never repeat and are automatically generated by Meteor Galleries. These numbers can NOT be changed either, as it would cause your MG database to crash spectacularly.

So, to sort categories, series', or items, you will first need to go to the "manage artwork" page. From there you will see buttons for sorting categories, series', and items. Let's use items as the example. Click the "Sort Items" button on the "manage artwork" page. You will now be asked to select a category—series to sort. Choose one, and click "Go."

Fig. 5 – Sort Item page



logout configuration users upload manage artwork home contact about wishlist search

**Sort your files:**

This page allows you to sort your items in each section of your gallery. This page displays items in the order they will be shown in your main gallery -- it is refreshed each time you click the button below.

Please note: items are FIRST sorted by the position ID shown here (default for every item is 0). They are then sorted by their item ID, which is automatically assigned to each item when you add it (this number MAY NOT be changed -- extreme instability would result).

This means that if 5 items have the same position ID, they will be sorted in the order they were added in addition to being sorted in the overall list by the position ID. If you have a very specific order you wish items to appear, it is recommended that you assign each item a position ID yourself, rather than rely on the combination of position ID and item ID sorting.

Item:	Position
	File: Hiei01.jpg Position ID: <input type="text" value="0"/>
	File: Hiei05.jpg Position ID: <input type="text" value="0"/>

Update

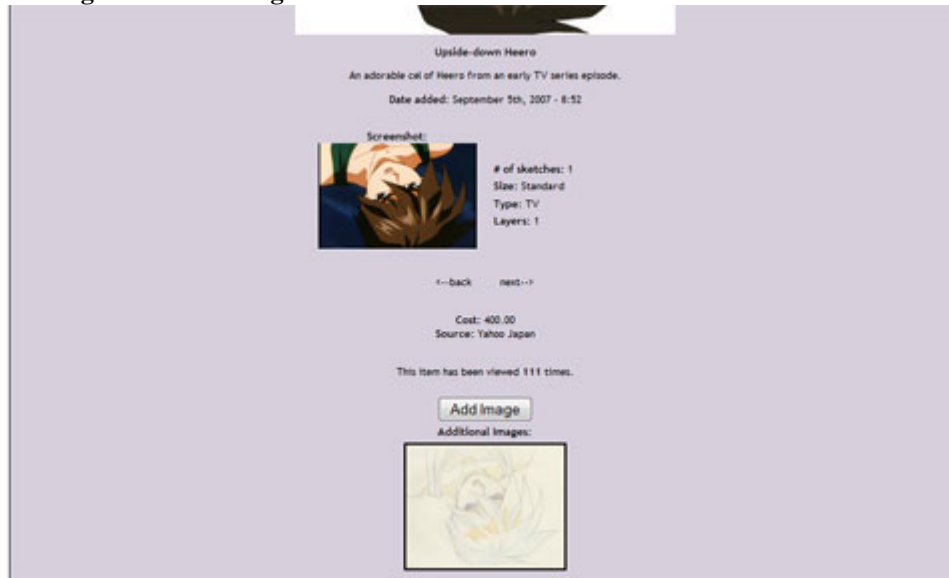
On this page you will see thumbnails of your items, their file names, and a text box that contains the current position identification number. (The same will be true for series and categories sorting pages, with the exception of the thumbnails). Give each item the position number you want it to have (these will be displayed in numerical order starting with the lowest NON-NEGATIVE number) and click the "update" button. The page will be reloaded and the items will be sorted in the order you have specified. When you are finished, you may check that the items are displaying in this order in your gallery as well.

**Note:** Position identification numbers need not be unique! Several items may have the same position ID number, and when this happens, those items will be displayed in the order they were added to the gallery. You may wish to experiment with this feature to devise a system that works best for you.

### Additional Image Management and Adding Additional Images:

Meteor Galleries allows you to add an unlimited number of sketches or additional images to each item in the gallery. The limit, of course, is only determined by how many images you wish to force your viewers to see on your item's individual page. Sketches are displayed in a small table format underneath the other item information on the individual item page.

**Fig. 6 –Sketch Image Placement**



To add a sketch to an item, you can either use the “Add Image” button on the items’ page (as seen in the figure above) or you may use the “Sketch Management” interface within the “manage artwork” area. When you click the “Add Image” button, you will be prompted to browse for a sketch image, just as you would browse for a new item image during the Single Item Upload process. When you find the sketch image you want (again, MUST be placed within your “images” folder), click on the image file name. You will then be shown the full size image, and prompted to create the thumbnail for display on the items’ page. Once this is complete, you will be taken back to the item’s page and will then immediately see the new sketch image added there.

Sketches will be displayed in rows of 4 images each for as many images as you add for that item.

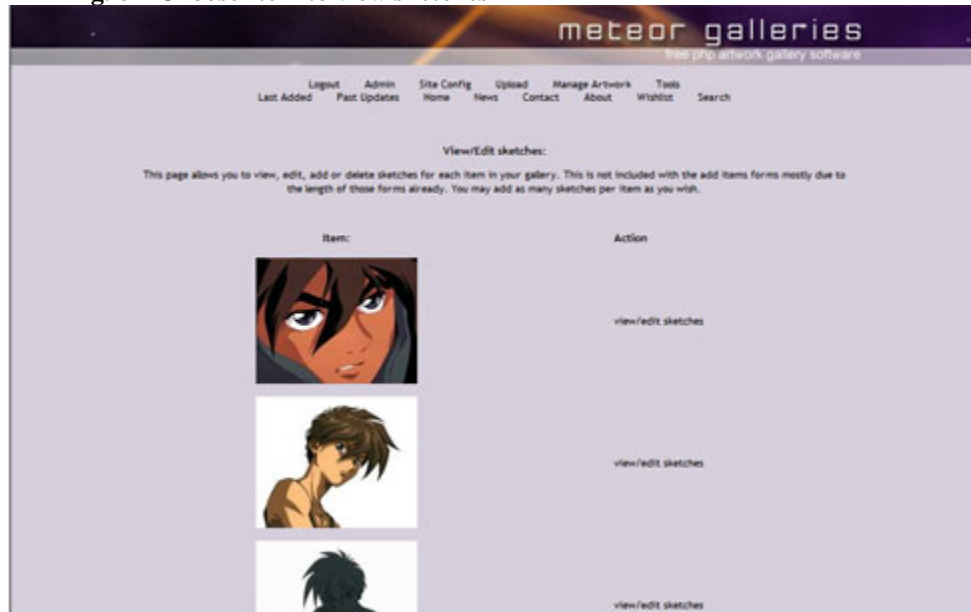
To manage sketches (including delete them), you will need to use the Sketch Management interface. You can access the sketch management area from inside the Manage Artwork panel (shown below) or, you may click the “Edit Additional Images” link on the item’s page.

**Fig.7 – Sketch Management**



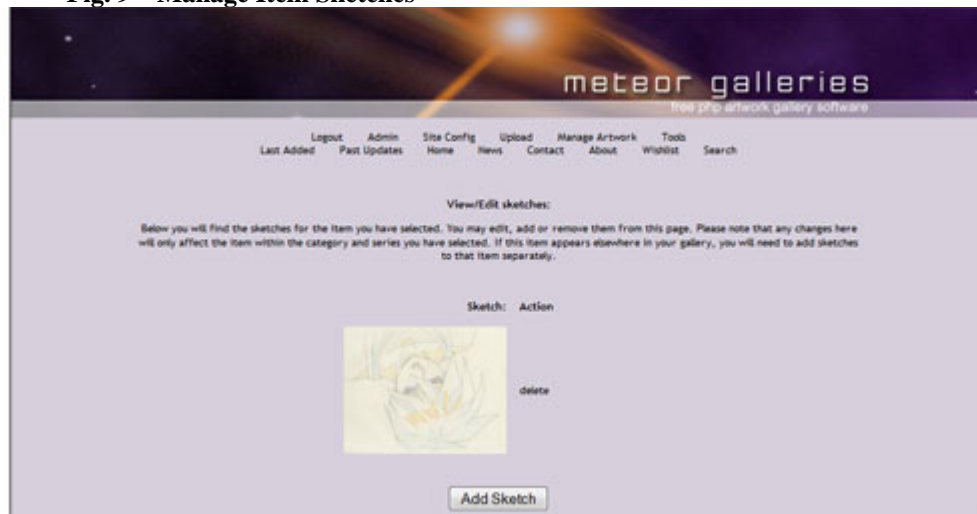
Once you have selected the series, you will then need to select the item for which you wish to manage the sketches.

**Fig. 8 – Choose Item to view sketches**



Click the “view/edit sketches” link next to the item for which you wish to manage the sketches on this page. The next page will list all of the sketches currently stored for that item. You have the option to delete sketches from here. You cannot edit sketches – if you wish to change a sketch image, it is recommended that you delete the current one and add the new image. This limitation may be improved upon in later versions of Meteor Galleries.

**Fig. 9 – Manage Item Sketches**



Deleting a sketch will require confirmation that you DO wish to delete that sketch. You will receive a success or failure message upon confirming the deletion.

**Editing the “about” page:**

The “about” page is there to allow you to tell your visitors who you are and what your site is all about. To edit this page, click the “about” link on the main menu to display the page first. When you are logged in as the admin, you will see a link to “edit this page” at the top of the page. Click that link and you will be able to fill out a form to change the title and text on the page.

Fig. 10 – Edit the “about” page



The screenshot shows the 'Edit the About page' form in the Meteor Galleries admin interface. At the top, the site logo 'meteor galleries' and tagline 'free php artwork gallery software' are visible. A navigation menu includes links for Logout, Admin, Site Config, Upload, Manage Artwork, Tools, Last Added, Past Updates, Home, News, Contact, About, Wishlist, and Search. The form title is 'Edit the About page:' and includes a warning: 'This form allows you to edit the text on your 'about' page for your Meteor Galleries site. For those web savvy users, the text field will accept HTML and light CSS input, but not JavaScript.' Below this is a preview image of the 'MG' logo. The form contains a 'Title:' field with the text 'Welcome to Project Meteor Galleries', a 'Text:' field with a text area containing the text 'Meteor Galleries is a new animation artwork gallery web application project. It is still heavily under development, but please check back for progress!' and the HTML tags '<p />', a 'Browse...' button for image selection, and an 'update' button at the bottom.

When you are finished with your edits, click the “update” button to update the page.

*Note: HTML is permitted inside the about page and item descriptions. It is important, however, to be sure your HTML includes all opening and closing tags, as you can seriously disrupt the display of the rest of the page if your HTML is poorly formed.*

### Using the Wishlist:

The wishlist is another important function for most artwork collectors. The wishlist allows you to add items giving them a name, a description, a series, and an image. There are no limitations to the sizes of these images and they can be stored anywhere on your site, provided that you link to them properly. You may wish to experiment with image size as it will affect how this page displays.

To add an item to your wishlist, first click on the “wishlist” link on the main menu. At the top of the page when you are logged in as the admin, you will see a link to “add wishlist item.” Click this link and fill in the fields. When entering the series information, you will be presented with a drop-down of all series currently on the wishlist, OR you may choose to add a new one.

Fig. 11 – Add Wishlist Item



The screenshot shows the 'Add Wishlist Item' form in the Meteor Galleries admin interface. At the top, the site logo 'meteor galleries' and tagline 'free php artwork gallery software' are visible. A navigation menu includes links for Logout, Admin, Site Config, Upload, Manage Artwork, Tools, Last Added, Past Updates, Home, News, Contact, About, Wishlist, and Search. The form title is 'Add wishlist item:' and includes a warning: 'This form allows you to add wishlist items. When you're finished entering the information on this page, click the button below and you will be taken to a page that will allow you to browse your computer for a corresponding image file. For those web savvy users, the text field will accept HTML and light CSS input, but not JavaScript. You may need to experiment with what HTML and CSS will work and what will not. CSS will of course, be dependent upon your template's style sheet.' Below this are fields for 'Wish Title:', 'Wish Description:', 'Add new series:', and 'OR Choose series:' with a dropdown menu. An 'Update & Go To Add Image' button is at the bottom.

When finished, click the “update” button to update the wishlist. You will next be prompted to upload an image for this item. After you have items on your wishlist, you may notice that each item has an “edit” and “delete” link next to it. Use these to edit your wishlist items or remove them.

The wishlist can be sorted the same way that series’ and items can. The sections of your wishlist may be sorted as well as the items within each section. The “sort your wishlist” link at the top of the wishlist page will direct you to the page to do this. Sorting for the wishlist works the same way as sorting elsewhere on your site – by position ID numbers.

**Site Administration Functions:**

By now, you probably have noticed that we have not yet discussed the “admin” link on the main menu. This section contains a few administrative tasks you can perform. First, from here is where you can add, edit, or update news items.

On the “administration” page, you can manage your site news, view your site’s most popular items (top 50 by views), back up your database, and view the current documentation for Meteor Galleries as well as view statistics and optimize your database tables.

**Fig. 12 – Site Administration Menu**



The News Management is fairly self-explanatory at this point. Click “Add News Item” to add a piece of news. Fill in the title and text, and click “Add News” to add it. To edit or delete a previous news item, use the Action links next to those items.

**Fig. 13 – News Manager**



The “View Most Popular Items” button will display in order of views, the top 50 items on your site. Each item’s views are incremented each time someone visits that item’s individual page. No hits are collected on the rest of the site, and admin hits are not counted.

The “Database Backup” is perhaps the most important part of the Site Administration area. This allows you to back up your site’s database and download the file to your local computer, in case of a crash or other problem with your host. Backing up your database should be a frequent housekeeping task you perform regularly. I’d recommend it with every update you make to your site – major

ones at least. These backup files should make it possible to restore your database quickly in the event of a loss. They store structure and data.

To backup your database, click the “Database Backup” button. On the next page, decide if you want to gzip (not quite the same as zip) the file and click the “Backup Database!” button. Your database will be dumped (so if it’s large, this may take a little time) to a file and then you will be prompted to download that file. These files are also stored in the “backups” folder on your site. You should clear the extra files out from time to time, as numerous backups will take up a good deal of space eventually.

The “Documentation” button will take you to a quick page that links you to the PDF documents for Meteor Galleries.

The “Optimize Tables” button is very important – it will optimize your database tables, which is a vital process that needs to be done periodically to keep your database in optimum condition. Please try to remember to do this after making a lot of changes to your site, as it will reduce the amount of overhead on your tables, and streamline your site’s performance. It’s like giving your DB a tune-up!

New in v2.5, the “Advanced Statistics” button will take you to the stats page(s). On the following page, you will see a list of stats files to analyze. Each file is named for the date the statistics were collected (a new file is generated each day)—click the file for the date you wish to view your site stats. What you will see is a list of IP addresses of your visitors, the reverse-DNS for each visitor, their browser information, and what page they visited and when (server time). You may see multiple entries for each IP address—these are just the many pages that visitor hit while on your site. You will probably want to clean these files out periodically, and the File Manager is intended to do just that. Please see the Site Tools docs for how to use the new tools in v2.5!

As of MG v3.0, you can choose to turn stats monitoring on and off. It is turned on by default – to access this option, you will need to visit your Site Configuration area. More details are available within the Site Configuration document.

### **Site Configuration:**

The last important topic for this document is the “site config” page. The Site configuration page allows you to set many options for your site – it also now houses the former user management page. When you click on the “site config” admin menu link, you will be taken to a page with an additional menu on the left. These pages allow you to visit and update the various configuration related options on your MG site. Please see the Site Configuration document for more detail.