it'seeze Uploader

Getting Started Guide

it'seeze websites

brilliant designs – better results

Using the Uploader

The Uploader is linked to the Admin System. When you add a new client in the Admin System, they will automatically appear in the Uploader along with the websites, website extras, and custom development projects that they have purchased.

To access the Uploader, log in using your Admin System account details – clients can also log in to the Uploader using their it'seeze account.

Upon logging in, you will be taken to the Project Dashboard – here you will find a list of all your clients and an overview of their current projects.

Each client's individual project dashboard will show every task associated with their website, including the initial content submission for their website. Custom developments and website extras purchased after the website will show here as separate projects.

Initial Content Submission

The 'Initial Content Submission' project is where you can submit the details for your client's website design brief, including page content, navigation, and information for any extras purchased at the same time as the website.

Design Brief

The first stage of content submission is the design brief – please provide the design team with as much information as possible so that we can get an accurate idea of your client's website preferences.

As well as telling us more about your client, this section also gives you the opportunity to select which features they would like to appear in the website's header and footer, including social media links. When choosing which social media links to display, it is possible to select the preferred networks and add the links at a later date, if your client still needs to set these social accounts up.

Navigation

Use this section to add each of the website's pages and choose the order in which they appear in the main navigation menu.

Image Gallery

Here you can upload all the website images in one go – this is an optional step which can be skipped if you'd prefer to add images to each individual page.

Content

Each of the pages added in the Navigation section will appear here ready for you to upload all content, such as text, images, files, videos, and more. You can also add design notes and SEO metadata for every page.

This is not about designing the page, but is instead about showing the designers what the client would like included on the page and in what order.

Privacy Policy

A privacy policy is automatically included in every website – this will already include all the relevant information required, unless the business address has not been added to the website's header or footer, in which case this will need to be filled in before it can be submitted.

The comprehensive toolbar will provide you with the option to add every possible type of content required for the page.

Written content can be formatted to include different heading levels, and design notes can also be added alongside the text if you have specific requests for the designers.

Images can be uploaded either from your computer or from the image gallery. Stock images can also be inserted by linking the Thinkstock ID. Design notes can be added by clicking on the image – these will appear as captions below the image preview.

There is also an option for uploading downloadable files to the page, such as PDF brochures or menus. **This should not be used to upload a separate design brief or any additional website content.**

To insert a video, paste a link from either YouTube or Vimeo into the pop-up box and a preview will appear in the content box.

Code snippets can also be added if a specific widget is being included on the page.

The link option provides you with the opportunity to create an internal linking structure by selecting pages from the navigation menu, but it can also be used to add external links and set anchor text.

Extras

Any content or design notes can be added here for website extras that have been purchased at the same time as the website.

When every section has been completed, you can review and submit your content – this will provide you with a dropdown menu showing every area of the initial content submission, so you can check that everything is correct and ready to send on to the design team.

After Submission

Once you have submitted a project, you will be taken back to the Project Dashboard, where the project status will show as submitted with 100% progress.

You can unlock any projects that have been submitted – this will take them out of the submission queue and allow further edits to be made – clients cannot unlock submitted projects.

If a client submits all the content themselves, you will receive an email asking you to check the content – only you can send the final submission to the design team.

When this has been actioned, your project will join the submission queue where it is subject to review – the design team will either accept or decline the project based on the quality of the brief.

Once it has been accepted, submission is complete and the website turnaround countdown will begin.