

Jive Interactive Intranet

## **Jive 9.x Administrator Guide**

**Photo Album**

# Notices

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For details, see the following topics:

- [Notices](#)
- [Third-party acknowledgments](#)

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# Aurea global support

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If you encounter a problem while using an Aurea product or require assistance with downloading the software or upgrading a product release, please, try to:

- Search the articles on the [Aurea Knowledge Base](#) for solutions to your issues.
- Search the product documentation and other product-related information that are also available on [Support Central](#).

If you still cannot find a solution, open a ticket on [Aurea Support Central](#). Information about the support organization is available on [Support Portal](#) as well.

You can also find the setup files on [Support Portal](#).

For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our [website](#).

# 1

## Photo Album overview

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If you think users are visiting your community just for the content, think again. They're also interested in connecting with like-minded people. As users reveal their voices and opinions via their profiles and contributions, they begin to form meaningful relationships with one another. Sharing photos adds a visual, personal dimension that both deepens these connections and compels people to engage with your community more regularly. With the Jive Photo Album Plugin, you can give your users the functionality they want while reaping the benefits of richer interactions between your community and your brand.

### Photo albums and photos in communities

The Photo Albums adds a new content type, *photo album*, to Jive communities. Photo albums are treated like other content types and can be created in any type of place or user personal container. Fine-grained permissions can be applied to photo albums on a per-space basis.

Photos are added inside of photo albums. Photos can be bookmarked, commented on, rated, and tagged. Both photo albums and photos are searchable.

The Photo Album add-on also adds Recent Photos and Featured Photos widgets to your instance.

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**Important:** We do not recommend that you use widgets and widgetized Overview pages in your community. For more information, see [Understanding pages in places](#) in the Jive 9.x Community Manager Help.

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*The Photo Album add-on allows users to view, create, and post photo albums.*

For details, see the following topics:

- [System requirements](#)
- [Supported browsers](#)

## System requirements

Here you can find system requirements for installing and using Jive Photo Album.

### Software requirements

Jive 9.0.0 or later.

## Supported browsers

Jive works with most current web browsers. Note that if you need to use Content Editor features, such as cut and paste, script access to the clipboard must be enabled.

- Microsoft Edge\* (Chromium-based).
- Apple Safari 8 and 9 (on Macs only).
- Mobile Safari on iPhone and iPad for iOS 8 and 9 and later. (For a browser-independent native iOS phone app, be sure to look for the Jive Daily Hosted app, if your community uses it, in the App Store.)
- Mobile Chrome on Android devices for Android 4.4 and later. (For a browser-independent native Android phone app, be sure to look for the Jive Daily Hosted app, if your community uses it, in Google Play.)
- Mozilla Firefox\*.
- Google Chrome\*.

\* Google Chrome, Mozilla Firefox, and Microsoft Edge browsers are released frequently. Jive Software makes every effort to test and support the latest version.

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**Note:** The recommended minimum screen resolution for desktop devices is 1024 x 768. Results may vary if you use zoom to adjust your view to levels other than 100%.

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### Important notes and restrictions

- Beta versions of web browsers are not supported, but they are quickly added to the supported list after they're formally released.
- Apps are not supported on mobile devices. These features may not work correctly on mobile devices.

# 2

## Administering Photo Albums

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**Note:** The Photo Album plugin requires a license to be employed.

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*Here you can find how to set up and configure Photo Albums for your community and how you can manage existing photo albums.*

For details, see the following topics:

- [Installing Photo Album plugin](#)
- [Enabling or disabling Photo Album plugin](#)
- [Managing permissions for albums and photos](#)
- [Setting up moderation of photos and photo albums](#)
- [Setting up abuse reporting for photos and photo albums](#)
- [Uninstalling Photo Albums plugin](#)

## Installing Photo Album plugin

Getting set up includes downloading the plugin and installing it from the Plugins page of the Admin Console.

---

**Fastpath:** **Admin Console: System > Plugins > Add Plugin**

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### Getting Photo Album plugin installation file

The Photo Album JAR file can be downloaded from the [Jive Photo Album Extension](#) page on Worx.

Note that after you add the Photo Album JAR, you need to restart Jive for the report feature to become available.

### Installing Photo Album plugin

Once you download the plugin JAR file, install it by using the following steps:

1. In the Admin Console, go to **System > Plugins > Add Plugin** .
2. Under **Install a new plugin**, click **Browse** to select and open the plugin JAR you downloaded.

3. Click **Upload** to add it to the community.
4. Restart the application.

The Photo Album plugin is installed and enabled by default.

## Enabling or disabling Photo Album plugin

At any time you can temporarily disable the plugin and then enable it again.

---

**Fastpath: Admin Console: System > Plugins > Installed Plugins**

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To disable or enable the Photo Album plugin:

1. In the Admin Console, go to **System > Plugins > Installed Plugins** .
2. Next to **photo-album-plugin**, click  and confirm your decision.
3. Under **Install a new plugin**, click **Browse** to select and open the plugin JAR you downloaded.
4. Click **Upload** to add it to the community.
5. Restart the application.

## Managing permissions for albums and photos

Similar to other content types, photo albums can be turned on or off within individual spaces or social groups, and you can limit which users (or user groups) are allowed to view and create them.

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**Fastpath: Admin Console: Permissions**

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In the Permissions section of the Admin Console, ensure that your permissions levels accurately reflect how you would like photo album entitlements to behave. For example, in a given space, if you want most users to create discussions, but only want admins to create photo albums, you may need to define a custom permissions level indicating the desired access levels for various content types.

The available permissions for photo albums are **Create, Comment and View, View, and Advanced**. The **Advanced** level allows granular control of the following permissions: **Read, Create, Insert image, Rate, Comment/reply**.

For more information, see [Managing permissions](#) in the Jive 9.x Community Manager Help.

## Setting up moderation of photos and photo albums

You can require newly uploaded photos and photo albums to be reviewed by a moderator prior to publication.

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**Fastpath: Admin Console: Spaces > Settings > Moderation Settings**

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For more information about moderation, see [Moderation](#) in the Jive 9.x Community Manager Help.

To require newly uploaded photos to be reviewed by a moderator prior to publication:

1. In the Admin Console, go to **Spaces > Settings > Moderation Settings**.
2. On the **Moderation Settings** page, select the space for which you want to enable moderation.

Note that selecting the root space enables moderation for the whole community by default.

3. To enable moderation for photo albums, select the **Enable** check box next to **Photo Albums**.
4. To enable moderation for photos, select the **Enable** check box next to **Photos**.
5. Click **Save changes**.

This enables moderation for the selected content types in the selected spaces. All newly added photos and albums will appear in the moderation queue and published in the community only after moderator approval.

## Setting up abuse reporting for photos and photo albums

Enabling abuse reporting for photos and photo albums allows users to flag photos and albums they find objectionable or otherwise inappropriate.

---

**Fastpath: Admin Console: Spaces > Settings > Abuse Settings**

---

Abuse reporting is enabled for a selected space (or entire community) for all content types. Thus, if abuse reporting is enabled for a space, users are able to report photos and photo albums as inappropriate, similar to other content types. For more information, see [Setting up abuse reporting](#) in the Jive 9.x Community Manager Help.

To enable abuse reporting:

1. In the Admin Console, go to **Spaces > Settings > Abuse Settings** .
2. On the **Abuse Settings** page, select the space for which you want to enable abuse reporting.  
Note that selecting the root space enables abuse reporting for the whole community by default.
3. Select the **Enable Abuse Reporting** check box.
4. Under **Abuse settings**, specify the number of reports after which the content item is hidden and moved to moderation.
5. Click **Save changes**.

Once a photo or album receives the number of reports as indicated in Abuse Settings, it will move into the moderation queue and will be hidden from the community until a moderator approves it.

## Uninstalling Photo Albums plugin

If necessary, you can remove the Photo Album add-on.

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**Fastpath:** Admin Console: **System > Plugins > Add Plugin**

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**Note:** If you need to safely export the available data, contact Jive support.

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To uninstall the Photo Albums add-on:

1. In the Admin Console, go to **System > Plugins > Installed Plugins** .
2. Next to **photo-album-plugin**, click  and confirm your decision.
3. Restart the application.

# 3

## Using Photo Albums

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*Here you can find information about using photo albums in the community.*

For details, see the following topics:

- [Browsing photos and photo albums](#)
- [Creating photo albums](#)
- [Adding photos to albums](#)
- [Managing albums](#)
- [Managing photos in albums](#)

### Browsing photos and photo albums

Here you can find tips for viewing photos and photo albums.

#### Locating a photo album

You can locate a photo album by:

- Searching: You can search against photo captions and tags.
- Browsing: You can browse places and user profiles to view the photo albums. Additionally, you can filter photo albums on the **Content** tab by clicking **Photo Albums** on the content filter menu.
- Using tags: Photos show up in the system-wide tag cloud alongside other content types.

**Content** People Subspaces and Projects Calendar Reports

All Content (2)  Blog Posts (0)  Documents (0)  Discussions (0)  Polls (0)  Events (0)

Filter by shared content

Type to filter by text [Filter by tag](#) Sort by latest activity: newest first ▾

 **Cherry album**



last modified by Administrator

 0  0  1

 **Lily's photo album**



last modified by Administrator

 0  0  0

 [Get a feed of this content](#)

## Browsing an album

When viewing a photo album, you see all of the photos in that album in a thumbnail view. You can change the number of photos on a page.

More Photo Albums in  Photo Album test for docs ▾

## Lily's photo album

2 photos, created on Dec 8, 2019 11:00 AM by Administrator

12 ▾ Photos per page



Red liliys



Yellow liliys

5 Views  Tags (edit):

Average User Rating



(1 rating)

Your Rating: Exceptional



Saved.

[Write a review](#)

A photo album can be shared, bookmarked, rated, and commented on. To rate an album:

- Under **Your Rating**, select the number of stars that conveys your opinion about the album.

The summarized rating is displayed under **Average User Rating**.

Additionally, you can follow a photo album and receive email notifications any time a new photo is added.

### Viewing individual photos

Clicking on a photo opens its scaled version on a separate page. A link to the original, full-size image is posted below the image. You can navigate to the next or previous photo in an album by clicking images to the left and right from the photo.

## Red liliys

Created on Dec 8, 2019 11:02 AM by Administrator

Photo 1 of 2



Next

[View Original Image](#)

1 View  Tags (edit):

Average User Rating



(1 rating)

Your Rating: Above Average



Saved.

[Write a review](#)

You can comment, bookmark, share, and rate any photo. To rate a photo:

- Under **Your Rating**, select the number of stars that conveys your opinion about the photo.

The summarized rating is displayed under **Average User Rating**.

## Creating photo albums

You can create a photo album and use it to store your photos comfortably.

Photo albums can be created in any type of place or user personal container.

Photo albums can be created from the  menu, the Browse Photo Albums page, the Recent Photos widget, the Your Photo Albums page, or the Actions menu of any Jive place. Photo albums require a name and optionally support a description, categories, and tags.

You can restrict contributors to a single user, all users, or a specific list of users. This restricts who can post new photos to the album, manage existing photos, and manage the album itself.

To create a photo album:

1. Select  > **Photo album** .
2. In **Subject**, enter an album title.
3. In the text box, add a description of the album.
4. Choose the location in the community where you want to put your idea.  
For example, you could put it in a space, group, or related project. Note that some places might not have the photo album feature enabled.
5. Under **Tags**, specify the tags to make searching for the album easier.
6. Under **Categories**, apply categories to make searching and keeping track of the album easier.
7. If required, under **Advanced Options**, restrict authors who can publish photos to the album as follows:
  - To allow all registered users to contribute, clear the **Restrict authors** check box.
  - If you want to be the only one to edit the album, select the **Restrict authors** check box, and then select **Only I can edit this photo album**.
  - If you want only some users to edit the album, select the **Restrict authors** check box, select **Allow specific people to edit this photo album**, then select one or more users to be added as contributors.

For more information, see [Managing album contributors](#) on page 17.

8. Click **Publish**.

A new empty photo album is added to the selected place.

## Adding photos to albums

Photos can be uploaded to the photo album where they will be contained.

If you have permission to add images to an album, you are able to add one or multiple photos in a ZIP archive at once. There is no limit to the number of photos that can be added per album.

When uploading a single photo, you can add a caption and tag the photo. When uploading an archive, the file name of the photo is used as the caption. Captions and tags are used when searching for photos.

---

Once you have uploaded at least two images, you can set one of the photos as the cover image. It appears as the album cover image when the album is listed throughout the community. For more information, see [Selecting album cover](#) on page 19.

To add photos to a photo album:

1. Open the album which you want to edit.
2. Under **Actions**, click **Add Photos**.
3. To add a single photo:
  - a) Click **Choose File** and browse for the photo.
  - b) Add a caption that describes the photo.
  - c) Optionally, add tags under **Tags**.
4. To add multiple photos:
  - a) Click **Upload a zip file of Photos** and browse for the archive.
  - b) Add a caption that describes the photos.
5. To publish the added photo or photos and continue, click **Add another photo**.
6. To publish the added photo or photos and finish, click **Publish**.

The photos are added to the photo album and can be viewed in it.

## Managing albums

Here you can find details on managing album contributors and editing and deleting albums.

### Managing album contributors

By default, only the original album creator can add photos to an album. You can allow other users to contribute photos to an album you created when creating or editing an album.

Album contributors can add new photos and manage the photos they have uploaded, but cannot modify or delete other photos in the album. They can also rename the album and change its description and cover image. But they do not have the ability to manage contributors. Besides, they can change the place where the album is published.

To allow all registered users to contribute photos to your album, clear the **Advanced options > Restrict authors** check box when creating or editing an album. Note that the permissions of the place in which you created your album take precedence here. For example, if you have created an album in a secret group, only those users who have permission to access the group will be able to view and contribute to your album.

If you would like to allow only some users to contribute photos to your album, enter the desired user names in the field provided under **Advanced options > Restrict authors > Allow specific people to edit this photo album** .

Alternatively, you can set yourself as the only contributor by selecting **Advanced options > Restrict authors > Only I can edit this photo album** .

For detailed procedures of creating and editing photo albums, see [Creating photo albums](#) on page 15 and [Editing photo albums](#) on page 18.

## Editing photo albums

You can modify an album title, description, and the associated tags and categories at any time. You can also change the location where the album is published.

To rename an album and change its description:

1. Open the album which you want to edit.
2. Under **Actions**, click **Edit**.
3. To rename the album, edit the album title.
4. To change the description, edit it as required.
5. To change the place where the album is published, select a new place under **In a Place**.
6. To change the associated tags, remove and add tags as required under **Tags**.
7. To change the associated categories, select categories as required under **Categories**.
8. To set up contributors, select the necessary options under **Advanced options**:
  - To allow all registered users to contribute, clear the **Restrict authors** check box.
  - If you want to be the only one to edit the album, select the **Restrict authors** check box, and then select **Only I can edit this photo album**.
  - If you want only some users to edit the album, select the **Restrict authors** check box, select **Allow specific people to edit this photo album**, then select one or more users to be added as contributors.
9. Click **Update photo album**.

## Deleting albums

You can delete an album at any time.

Note that deleting an album also removes all its photos and the associated content, such as comments.

To delete an album:

1. Open the album which you want to delete.
2. Under **Actions**, click **Delete** and then confirm your decision.

The album and its content are deleted from the community.

# Managing photos in albums

Here you can find details on selecting an album cover and editing and deleting photos.

Note that the user who originally uploaded the photo is the only user (aside from designated moderators and administrators) who can modify photo options.

## Selecting album cover

You can select an image from an album to be used as the album cover image.

Once you have uploaded at least two images to your photo album, you can define which image you would like to serve as the album cover.

To select a cover image:

1. Open the album which you want to edit.
2. Browse to photo you want to use as the album cover.
3. Click  next to the photo.

This photo will be displayed for the photo album when browsing albums, in the activity streams, and in widgets.

## Editing photos

For a photo, you can change its caption and the associated tags and categories.

### Editing a photo when viewing an album

To edit a photo when you are browsing an album:

1. Locate the photo you want to edit and click  next to it.
2. To change the caption, enter a new caption under **Caption**.
3. To change the associated tags, remove and add tags as required under **Tags**.
4. To change the associated categories, select categories as required under **Categories**.
5. Click **Update Photo**.

### Editing a photo when viewing the photo

To edit a photo you are viewing:

1. Click  **Edit** under **Actions**.
2. To change the caption, enter a new caption under **Caption**.
3. To change the associated tags, remove and add tags as required under **Tags**.

4. To change the associated categories, select categories as required under **Categories**.
5. Click **Update Photo**.

## Deleting photos

You can permanently remove a photo (and any associated content or comments) from the album when you browse an album or view the photo.

### Deleting a photo when viewing an album

To remove a photo when you are browsing an album:

- Locate the photo you want to delete and click  next to it. And then confirm your decision.

### Deleting a photo when viewing the photo

To delete a photo you are viewing:

- Click  under **Actions**. And then confirm your decision.

# 4

## Using Photo Album widgets

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**Important:** We do not recommend that you use widgets and widgetized Overview pages in your community. For more information, see [Understanding pages in places](#) in the Jive 9.x Community Manager Help.

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For more information about using widgets, see [Designing Overview pages for places](#) in the Jive 9.x Community Manager Help.

*Recent Photos and Featured Photos widgets can be used to display albums and photos in a place.*

For details, see the following topics:

- [Setting up Recent Photos widget](#)
- [Setting up Featured Photos widget](#)

## Setting up Recent Photos widget

The Recent Photos widget lists recently added photos or photo albums.

**Important:** We do not recommend that you use widgets and widgetized Overview pages in your community. For more information, see [Understanding pages in places](#) in the Jive 9.x Community Manager Help.

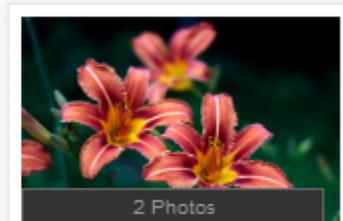
---

The widget can display either albums or photos. In the album view mode, the cover photo is shown along with the creator, name, and number of photos for each photo album. In the photo view mode, the date of creation, author, and name of the album are shown for each photo.

RECENT PHOTOS



Cherry album  
by Administrator



Lily's photo album  
by Administrator

To add a Recent Photos widget:

1. In your place, click the **Manage > Overview page** .
2. From the widgets list, select **Content > Recent Photos** .
3. Drag the widget down into your layout area and drop it where you want it.
4. Click the small triangle in the upper right corner of the widget and select **Edit this widget**.
5. In **Custom title**, enter the title for the widget.  
You can use the default title (*Recent Photos*) or create your own, for example, *New Photos*.
6. In **numResults**, enter the number of photos to display in the widget.
7. In **showAlbums**, select **Yes** to use the widget in the album view mode or select **No** to view the widget in the photo view mode.
8. In **containerID**, select which new photos should be displayed:
  - To view new photos from the entire community, leave the box blank.
  - To view photos from a selected place, start typing the place name and select the place when it is listed in the place picker.

Alternatively, specify the ID of the place. You can find the ID in the place URL, it is appended to the main community URL. For example, in `http://www.community.com/community/photo-album-space` the place ID is `photo-album-space`.

9. Click **Save Properties**.
10. When you're finished making changes to your place's layout, click **Publish Layout**.  
The changes are saved, and the updated page is available to other users.

## Setting up Featured Photos widget

The Featured Photos widget shows the first photos in a photo album.

**Important:** We do not recommend that you use widgets and widgetized Overview pages in your community. For more information, see [Understanding pages in places](#) in the Jive 9.x Community Manager Help.

The number of photos shown is specified in the widget properties. You can link any photo album to the widget. If more photos are available than the specified number of results, a **More** link is shown in the bottom right corner.

### FEATURED PHOTOS



[More ▶](#)

To add a Featured Photos widget:

1. In your place, click the **Manage > Overview page**.
2. From the widgets list, select **Content > Featured Photos**.
3. Drag the widget down into your layout area and drop it where you want it.
4. Click the small triangle in the upper right corner of the widget and select **Edit this widget**.
5. In **Custom title**, enter the title for the widget.

You can use the default title (*Featured Photos*) or create your own, for example, *The very best photos*.

6. In **numResults**, enter the number of photos to display in the widget.
7. In **photoAlbumID**, specify the ID of the album whose photos must be displayed.

You can find the ID in the album URL, it is the numeric identifier appended to the communityURL. For example, in `http://www.yourcommunity.com/photoAlbums/1003` the album ID is 1003.

8. Click **Save Properties**.

9. When you're finished making changes to your place's layout, click **Publish Layout**.

The changes are saved, and the updated page is available to other users.