



Meer vrijheid
Meer Fun
Omni Chat



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To add and manage the albums.....why do you need it en how does it work?

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With the function Add page, you can add an albumlist or albums for your group.

This manual is divided in:

- [Create albumlist](#)
- [Create album](#)
- [Albumoptions](#)


First you see the homesite of Omni-Chat. You can do that by clicking ► [here](#) ◀ .

In the left corner you see:



Click on the button "Log on" as shown above and the next screen will appear:

Your login information:
To log in, you have to be a registered member.

 I would like to register: [Click here](#). Its free!
I forgot my password: [Request a new password here!](#)

LOGIN:

Name or e-mail address:

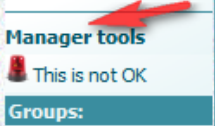
Password:

Fill in your nickname of e-mail address of your profile and the corresponding password belonging to your owner-account on Omni-Chat. Click the tab Groups and then on the left on My groups.

Create albumlist:

Where can you create an albumlist and how do you do it?

If you are on the home-page, click on My groups on the left and all your groups will appear. Then click on the name of the group and then choose for Managers tools



and the next screen will show -up.:

Add page

Add webpages, planning, document folders and more.

Manage members list

See which member has signed in. Edit the role of a member. Accept or deny requests for membership.

Member settings

Change your e-mail address, set the way you want to read messages, cancel your membership.

Send an e-mail to management

Send an e-mail to all managers of this group.

Send a promotion e-mail

Send a promotion e-mail to people who are not a member of this group.

Manage pages

Edit name, arrange, hide, or even delete pages from your group. Create it as you like it!

Edit your group settings

Edit the description, policy settings, categories and you can delete your group.

Send an e-mail to members

Send an e-mail to all the members of this group.

You can click on "Add page" and the following choices are on your screen:

Your own webpage

Publish a nice, exciting own page about... that you decide! Experiment with color and layout. Add pictures, tables, links and more.

A photo albums list

Make a new list for photo albums. Show your favorite photos of your family, your team or your recent holiday.

A message board

Add a new discussion area. Create a place to talk about a planned event or the latest interesting news.

Your own groups chatroom

Make a chatroom for your group. Only for your group members!

Click now on "A photo albums list" and in the next page you can start the list:

Add New album list

Title: *

Description of the album list:

Who may start new albums: * Everyone, Only (assistant) Managers

Copy protect?: * Yes, No

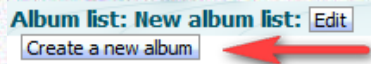
Fields marked with a * are mandatory.

Choose a recognizable name for the list. We advise not to use any strange characters or spaces. Then you decide who is allowed to start a new album and if you want to protect your albumlist against copying. Click save to confirm your wishes or cancel to reset the page.

After you have saved your albumlist, you can organise this list on your group. Please read the manual how to manage the pages on your group by clicking ► [here](#) ◀.

Create album

If you have organised the albumlist, you can create a new album. Make sure that you are on that particular albumlist, where you want to create a new album. Now you see the function: Create a new album:



In case you click on "Edit" you are able to modify the albumlist at any time. If you want to create a new album, click the red arrow shows. The next picture shows how you can fill in the fields.

Edit Album list

Title: *

Description of the album list:

Who may start new albums: * Everyone, Only (assistant) Managers

Copy protect?: * Ja, Nee



Fields marked with a * are mandatory.

Photo album	Title & Description
	New album Nice pictures of the meeting in 2011

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Albumoptions:

On the right of the albums, you can find the settings per album:

Photo album	Title & Description	Newest photo		Started by	Options
	New album Nice pictures of the meeting in 2011	2011-05-04 19:31:32	0	Omni-Chatter	<input type="button" value="Add Photos"/> <input type="button" value="Settings"/> <input type="button" value="Delete album"/> <input type="button" value="Hide album"/>

The first option is "Add Photos":

If you click on an album, the next will appear on your screen:

Photo album: New album:

[Add Photo's](#) [Settings](#) [Remove album](#) [Hide album](#) [Show as list](#)

You can load the albums with url's from images. Click on "Add Photo's" and you can add a hyperlink, titel and description of the image. A preview screen you see here:

Edit/Add a photo

Photo URL (link): *

Title: *

Description:

Fields marked with a * are required.

It is possible that you use a hyperlink of an image from your diskpace at Omni-Chat or from Photobucket, or from any other upload with the possibility to hotlink. You can also upload an image to your diskpace, which will be shown in an album.

The second option is "Settings":
You can modify the settings of the albums when ever you want.

The third option is "Delete album":
If you hit this button, your album will be deleted. Be carefull: this cannot be undone.

The Fourth option is: "Hide album":
When you hit this bottun, the album will be unvisible for the members. The text on the button will change in "Show album" and the name of the album will appear in read. By hitting it again, the abum is visible again.

Summary: the albums are build as such that the url's of your images are organized.

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If there are any questions left, please do not hesitate to contact us.

We wish you a lot of pleasure with this explanation.

Kind regards,

Team Omni-Chat.