

1. Setup tab
  - a. >Website
  - b. >File Manager
  - c. Browse for file > click go

The screenshot shows the CORE File Manager interface. At the top, there are navigation tabs: Customers, Events, Reports, Setup, Queues, and Admin. The 'Admin' tab is currently selected. On the left side, there is a sidebar with various system alerts and settings options. The main area displays the 'File Manager' for account '91998 - TSS Photography Master Acco'. Below the account information, the HTML path is shown as '/QP4Assets/91998/Custom'. A table lists several files and folders with their names, sizes, and dates. At the bottom, there are buttons for 'Delete' and 'Make Folder', and a field to copy selected files to another account.

<input type="checkbox"/>	FileName	Size	Date
<input type="checkbox"/>	EmailReceipt		1/8/2015 4:43:13 PM
<input type="checkbox"/>	HQOE_OrderForms		8/11/2014 2:05:02 PM
<input type="checkbox"/>	MobileGraphics		1/22/2015 4:18:08 PM
<input type="checkbox"/>	TrainingDocs		12/4/2014 4:01:57 PM
<input type="checkbox"/>	batchheader.png	96 KB	4/9/2014 12:40:24 PM
<input type="checkbox"/>	eventmessage_fundraiser.jpg	45 KB	6/3/2014 12:59:47 PM
<input type="checkbox"/>	tssad.jpg	192 KB	4/9/2014 4:09:44 PM
<input type="checkbox"/>	tssbackground.jpg	140 KB	1/23/2015 10:48:21 AM
<input type="checkbox"/>	tssheader.jpg	58 KB	1/23/2015 12:12:18 PM
<input type="checkbox"/>	tssmobile.jpg	18 KB	4/9/2014 4:09:58 PM

Copy selected files to account: 91994 -Young Masters - Marketing Mal

\\candid\dfs\Application:

2. Right Click on the file name and copy the “link address” or “Shortcut” (depends on your browser what it’s called)

The screenshot shows the CORE File Manager interface. The top navigation bar includes 'Customers', 'Events', 'Reports', 'Setup', 'Queues', and 'Admin'. The left sidebar contains a navigation menu with 'File Manager' highlighted. The main content area displays a table of files and folders for account '91998 -TSS Photography Master Acco'. The file 'popupmessage.htm' is selected, and a context menu is open over it, with 'Copy link address' highlighted. The table below shows the following data:

FileName	Size	Date
EmailReceipt		1/8/2015 4:43:13 PM
HQOE_OrderForms		8/11/2014 2:05:02 PM
MobileGraphics		1/22/2015 4:18:08 PM
TrainingDocs		12/4/2014 4:01:57 PM
batchheader.png	96 KB	4/9/2014 12:40:24 PM
eventmessage_fundraiser.jpg	45 KB	6/3/2014 12:59:47 PM
popupmessage.htm	81 KB	1/23/2015 12:15:57 PM
tssad.jpg		4/9/2014 4:09:44 PM
tssbackground		1/23/2015 10:48:21 AM
tssheader.jpg		1/23/2015 12:12:18 PM
tssmobile.jpg		4/9/2014 4:09:58 PM

3. Go into the event

a. > Online Settings

b. Under PreOrders Event Message enter `` then save page

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**Online Settings**

- Greenscreen Backgrounds
- Offer Setup
  - Custom Art Override
  - Caption Overrides
  - Font Overrides
- Edit Teams/Category
- Manage Names
- Upload/Import Images
- Manage Images
  - Alignment Categories
  - Align Images
  - Align (Use for zCrop Only)
  - ID Images
  - ID Bulk Organizer
  - ID Group Images
- Proofs: Print & Email
- Ordering
  - Bulk
  - Individual
  - Imported Orders
  - Digital artwork
  - Student Stickers
- > YM Events
- > PRS Events
- > Manage Retouching
- > Refresh Act. Events
- > Email Reporting

Customers can find their proofs by last name.

Customers can choose to browse all images within a user selected Team/Division (SPRT/SCHL only).

Customers can browse all images within this event.

Allow customers to zoom in to view larger version of thumbnail.

Enable online PreOrders.

**PreOrders Placeholder Image**  
You may optionally configure a placeholder image to be shown during pre-orders. Otherwise the CCS default pre-order image will be used.

OrderNumber

Roll

Frame

**PreOrders Event Message**

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**PreOrders Receipt Message**

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<br><br><font color="#900000"><b>Please provide this order ID to your photographer!</b></font></b>
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**General Settings (Account Override)**