

TABLE OF CONTENTS

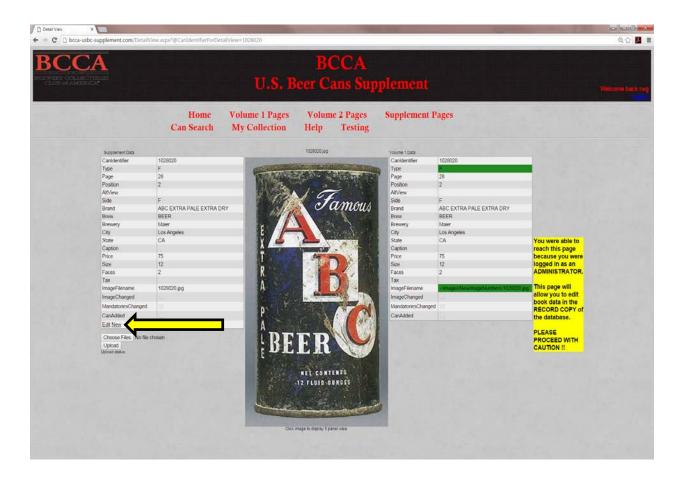
ADD NEW CAN:	2
UPLOAD IMAGES (NEW OR UPDATED):	_
IMAGE NAMING CONVENTION	8
EDIT MANDATORIES OF EXISTING CAN:	
CHANGE IMAGE OF FYISTING CAN:	

Page 1 Revision 3: 1/9/16

ADD NEW CAN:

- 1. Log into website as an administrator
- 2. Go to Supplement Page, and click on any image to get to the Detail View page

 Note ... it may help data entry if you choose a can that is similar to the can that you want to enter... so that
 mandatories can be copied from similar can.
 - (e.g. ... if you are entering can ID 1028064, click on can 1028060 from detail page to get started.)
- 3. Click the "New" link at the bottom of the list of Mandatories



Page 2 Revision 3: 1/9/16

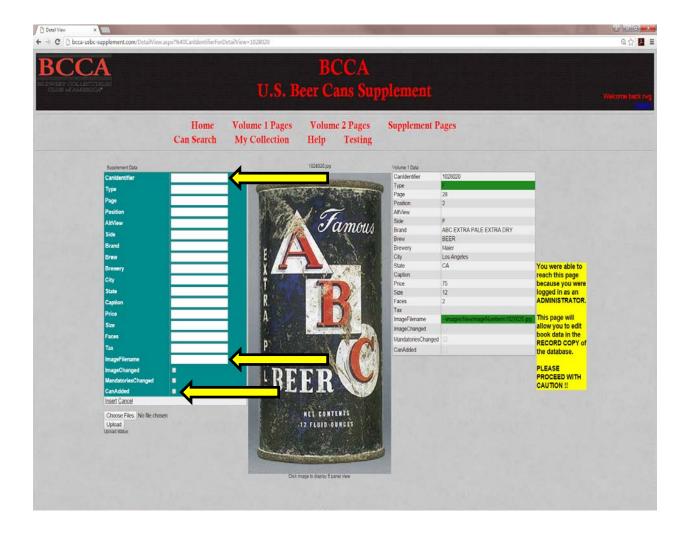
ADD NEW CAN: (CONTINUED)

4. A list of blank fields appears.

At a MINIMUM enter:

- CanIdentifier: 7 digit can identifier ... with NO SPACES (i.e. 1028015)
- ImageFileName: same 7 digit can identifier with .JPG added at end (i.e. 1028015.jpg)
- Click the Can Added Checkbox

Enter the other Mandatories as needed (Brand, Brew, Brewery, State, Type, etc.) See separate document about various mandatory field formatting conventions.



Page 3 Revision 3: 1/9/16

ADD NEW CAN: (CONTINUED)

5. Click the "Insert" link to commit changes to database

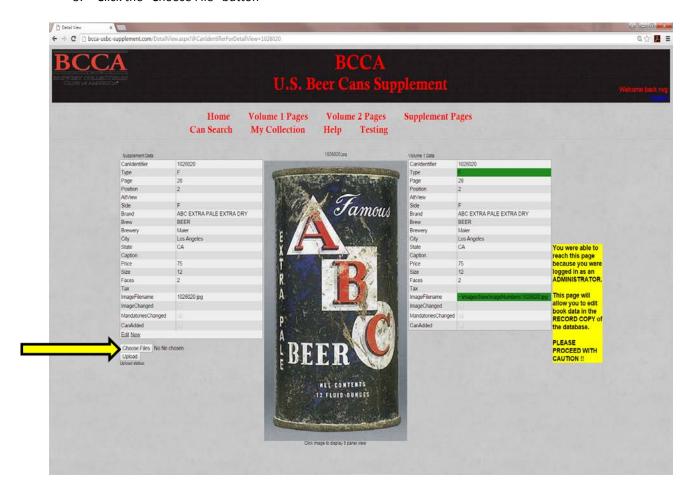


6. Done!

Page 4 Revision 3: 1/9/16

UPLOAD IMAGES (NEW OR UPDATED):

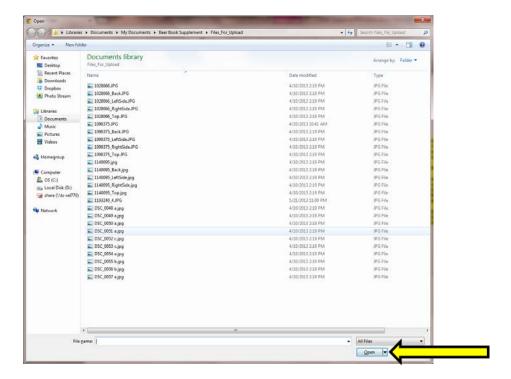
- 1. Log into website as an administrator
- 2. Go to Supplement Page, and click on any image to get to the Detail View page
- 3. Click the "Choose File" button



Page 5 Revision 3: 1/9/16

UPLOAD IMAGES (NEW OR UPDATED): (CONTINUED)

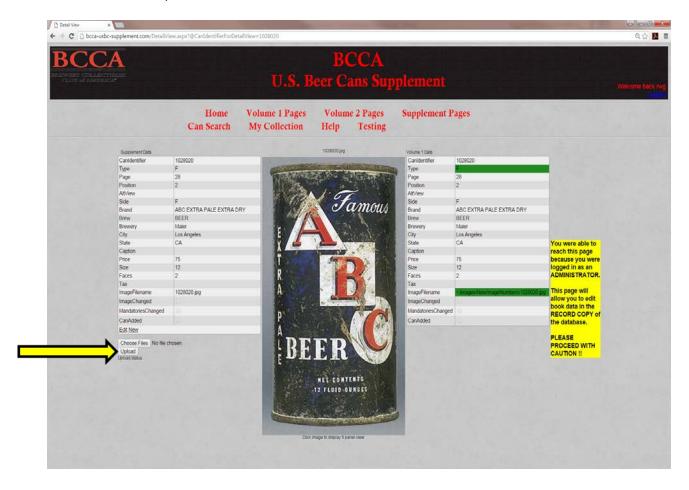
4. Navigate to where the new (updated) image file is located on your computer, and select a file (or multiple files) and click "Open"



Page 6 Revision 3: 1/9/16

UPLOAD IMAGES (NEW OR UPDATED): (CONTINUED)

5. Click the "Upload" button



6. Done!

Page 7 Revision 3: 1/9/16

IMAGE NAMING CONVENTION

1. Images must be named in the following format

Main Image: CanIdentifier.jpg (i.e 1028010.jpg)

Right Image: CanIdentifier_RightSide.jpg (i.e 1028010_RightSide.jpg)

Back Image: CanIdentifier_Back.jpg (i.e 1028010_Back.jpg)
Left Image: CanIdentifier_LeftSide.jpg (i.e 1028010_LeftSide.jpg)

Top Image: CanIdentifier_Top.jpg (i.e 1028010_Top.jpg)

For 1 faced cans



Page 8 Revision 3: 1/9/16

IMAGE NAMING CONVENTION (CONTINUED)

For 2 faced cans



Page 9 Revision 3: 1/9/16

EDIT MANDATORIES OF EXISTING CAN:

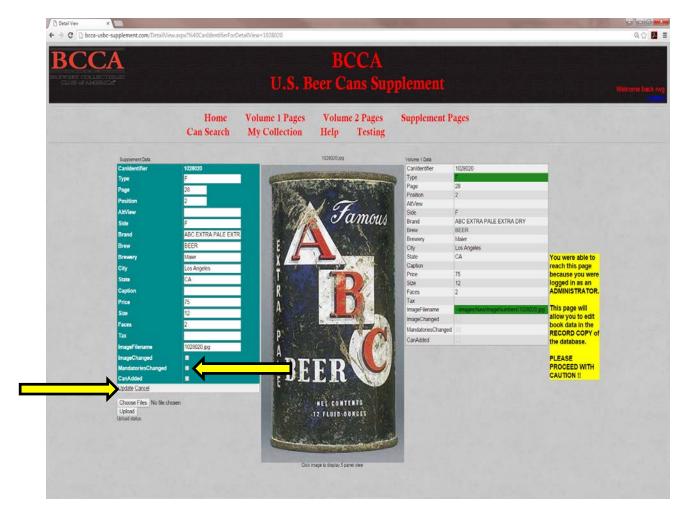
- 1. Log into website as an administrator
- 2. Go to Supplement Page, and click on image of can you want to update to get to the Detail View page
- 3. Click "Edit" link at the bottom of the list of Mandatories



Page 10 Revision 3: 1/9/16

EDIT MANDATORIES OF EXISTING CAN: (CONTINUED)

- 4. The mandatories for the can you selected appear in edit mode.
 - a. Make changes as needed
 - b. Click the Mandatories Changes Checkbox
 - c. Click the "Update" link to commit changes to database

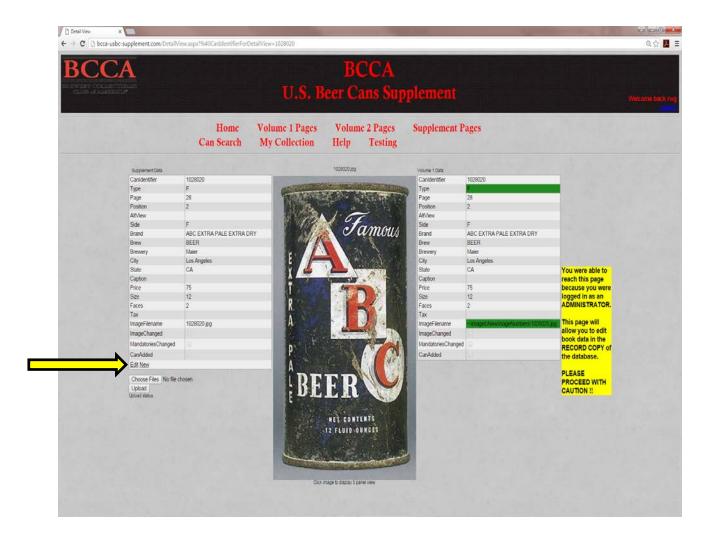


5. Done!

Page 11 Revision 3: 1/9/16

CHANGE IMAGE OF EXISTING CAN:

- 1. Log into website as an administrator
- 2. Go to Supplement Page, and click on image of can you want to update to get to the Detail View page
- 3. Follow procedure for uploading images detailed earlier in this document (Choose file, then click upload)
- 4. Click the "Edit" link at the bottom of the list of Mandatories



Page 12 Revision 3: 1/9/16

CHANGE IMAGE OF EXISTING CAN: (CONTINUED)

- 5. The mandatories for the can you selected appear in edit mode.
 - a. Click the Image Changed Checkbox
 - b. Click the "Update" link to commit changes to database



6. Done!

Page 13 Revision 3: 1/9/16