

MediaStore Control Center Tutorial

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Getty Images

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Administering company accounts

Create company accounts

The first step to [creating user accounts](#) is creating a Company Account with which to associate the individual users. The Company Account defines the central point of creation for all associated users. It also assists in tracking company-wide downloading trends and in managing viewing privileges for groups of users.

To create a new company account:

1. From the Control Center Home page, click the **Create a new company account** link.

Company accounts section with arrow pointing at Create new company account link.

2. Enter the information requested.
All fields are required unless they are specifically marked 'optional'. The Company ID will be supplied automatically if the field is left blank.

Create new account page, blank form, arrow pointing to Create Company button.

3. Click the **Create Company** button.
The Assign Privileges page is displayed.

Assign Privileges page, blank form, arrow pointing to a Category Filter or Source Privilege checkbox.

4. Select which [Category Filters](#) and [Source Privileges](#) you wish to assign to the company and whether the company should be allowed to download [non-wholly owned images](#).
5. Click the **Assign Privileges** button.
The Review New Company Account page is displayed.

Review New Company Account page, arrow pointing to Done button.

Hint: You can also click the **Skip Privileges** button to skip this step for now. However, you will need to edit these privileges later to allow users associated to this company access to the MediaStore site.

6. To view the details for the company you have just created, click the hyperlinked **company name**.
To create another company account, click the **Set up another company** button.
To return to the Control Center Home page, click the **Done** button.

View & edit company account information

From time to time, you may need to check or update a company's billing address or contact information. In MediaStore, these are an integrated process.

To view a company account:

1. From the Control Center Home page, click the **Access a company account** link.

Company accounts section, arrow pointing to Access a Company Account link.

2. Enter your search criteria in the entry fields provided. *The search fields are separated into 3 sections. Each of the Search buttons operate only for the fields with which they are associated.*

Company Search page, "Sample" entered in one of the fields, arrow pointing to the Search button for that field.*

Hint: You may search using any number of characters. However, in order to use a wildcard character (*) to search, the wildcard must be preceded by at least 3 alphanumeric characters.

3. Click the **Search** button. *Your search results are displayed. If the company you are looking for does not appear in the search results, you can perform another search using the fields displayed below the results list.*

Search results page, arrow pointing to linked company name.

4. Click a **company name** to view the account for that company. *The account details are displayed.*

Hint: You can also access a specific company's account if you are viewing a user's account. In the Related Tasks bar, there is a **View the [company name] Company Account** link. See [To edit a user account](#) for a picture.

Company account details page, arrow pointing to Edit Company Information link on left side.

To edit a company account:

1. From the View Account Details page, click the **Edit company account information** link. *The company account information is displayed in editable fields.*

Edit Company Information page, editable fields, arrow pointing to Save Changes button.

Hint: You can also click one of the **Edit** links to the right of the Contact, Mailing, Billing or Shipping information sections on the View Account Details page.

Glossary

This glossary contains definitions of common terms and acronyms used in web commerce, digital imaging, color management, film, motion and video, audio production, and more.

A [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Hint: To quickly find the term you're looking for, you can use your computer's 'Find' command (**Ctrl + F** for PCs, **Cmd + F** for Macs) to locate a particular term instantly.

B

Bitmap image An image with one bit of color information per pixel, also known as a bitmapped image. The only colors displayed in a bitmapped image are black-and-white.

Business type A group name, usually an industry grouping of companies, defined by an administrative user.

C

Category Filter A group of categories to which a name has been assigned. These filters define which categories a company and its associated users will be able to view on the MediaStore site. They can be reused for more than one company to accelerate the assigning of company privileges. See also [Source Privilege](#).

Control Center See [MediaStore Control Center Introduction](#).

Cookie A unique string of letters and numbers that the web server stores in a file on your hard drive. This method is used by web designers to track visitors to a website so the visitors don't have to enter the same information every time they go to a new page or revisit a site. For example, web designers use cookies to keep track of purchases a visitor wants to make while shopping through a web catalog. Cookies may work through a single visit to a website, such as when tracking a shopping trip, or may be set to work through multiple sessions when a visitor returns to the site.

D

Digital 1. An electronic state composed of binary 1's and 0's. 2. An electronic signal system that depends on voltages that are turned on or off. These signal levels are always high or always low. Computers and associated technology use digital signals. Data in digital form may be copied many times with virtually no loss of quality or degradation because the data is not altered or distorted as it goes through the electronic system.