

Boogie Photos for project managers

User guide for project managers in Boogie Photos

1. Log in

Go to Laurentien.ca and click [Open Boogie Photos](#).
OR connect to the [Photo app](#) via your [Boogie account](#).

2. In the Photo app

See all pictures of a category at once.

Rapidly select all of the visible images.

Approve, Reject, or put a picture back under review. The image must be selected prior to clicking the button.

Allows to sort your images by name, category, author or state.

Filter images to make your research easier.

The screenshot shows the Boogie Photos app interface. At the top, there is a navigation bar with a 'Category' dropdown set to '(All) [84]', an 'Add Images' button, a 'Select All' checkbox, an 'Approve' dropdown menu, 'Delete', 'Move', 'Sort', 'Filter', 'Refresh', and 'Help' buttons. Below the navigation bar, a grid of photos is displayed. Two photos are highlighted with red boxes and arrows pointing to the 'Add Images' button. Two other photos are highlighted with red boxes and arrows pointing to the 'Approve' dropdown menu. A third photo is highlighted with a red box and an arrow pointing to the 'Sort' button. A fourth photo is highlighted with a red box and an arrow pointing to the 'Filter' button. Two overlays are shown: 'Add Images' and 'Image Filter'. The 'Add Images' overlay has a 'Category' dropdown set to 'Baby Pictures' and 'Local drive' and 'Google Drive' buttons. The 'Image Filter' overlay has 'Image Status' and 'Authors' sections with checkboxes for 'All', 'Images to be evaluated', 'Approved images', 'Images sent by the committee', 'Images used in yearbook', 'Rejected images', 'All', and 'Yearbook committee'. Annotations with arrows point to various elements: 'See all pictures of a category at once.' points to the 'Category' dropdown; 'Rapidly select all of the visible images.' points to the 'Add Images' button; 'Approve, Reject, or put a picture back under review. The image must be selected prior to clicking the button.' points to the 'Approve' dropdown; 'Allows to sort your images by name, category, author or state.' points to the 'Sort' button; 'Filter images to make your research easier.' points to the 'Filter' button; 'Delete an image from the app.' points to the 'Delete' button; 'Check this box to select an image.' points to the 'Select All' checkbox; 'Move an image to an existing category or to a new category.' points to the 'Move' button; 'You can add images that are JPG, PNG, TIFF or HEIC.' points to the 'Local drive' and 'Google Drive' buttons.

You can add images that are JPG, PNG, TIFF or HEIC.

This image was sent by a member of the committee. This image is sent automatically to the Boogie Yearbook app and is ready for use.

This image has been used in the yearbook pages.

This image was rejected by the project manager.

This image was approved. It is now available in the yearbook app in «My Pictures».

This image is under review. The project manager has to decide whether the image is approved or rejected.

Tip

Make sure to choose a clear title when creating a new category. Avoid titles like Others, Various, Mishmash, etc. This will help you sort your pictures better.