



Image Gateway

Hotel Guide

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1 General Information

1.1 Overview

The Gateway Gallery will distribute the Hotel's images out to the 4 GDS and many ADS Channels that partner with ICE.

1.2 Requirements, Conventions, Terms & Various Details

Browser Type	Google Chrome
Min # Images	1
Max # of Images	50
File Type	.jpg or .jpeg
Image Size	From 3073 to 3840
GDS	G lobal D istribution S ystem
ADS	A lternative D istribution S ystem
Image Gateway	Link is on your dashboard
Suppress	Not Display
Media Gallery Preview	Will display images in a 'slide show' format
Key / Thumbnail	1 st Image in the Gallery / Must be the Exterior of the Hotel
Gateway Timeout	After 20 minutes of no activity the Gateway will timeout and you will be required to sign back in
Acceptable Characters	The ONLY Acceptable Characters are Slash Dash Period Ex: / - . - The use of Unacceptable Characters can block an image from appearing on a Channel

1.3 Unacceptable Images &/or Categories

The below image types are not acceptable across the industry and can cause distribution issues – please avoid using the below:

<i>Item/Topic</i>	<i>Category</i>	<i>Notes</i>
Logo	Logo	Any image that contains a logo
Watermarks	n/a	Any image that contains a watermark
Maps	Map	Any image that contains a map
Illustrations	n/a	Any file that is an illustration instead of an actual image
Floor Plans	n/a	Any file that is of the floor plan instead of an actual image
Nearby / Local Attractions	Local Attraction	Any file that is of a Near-by or Local Attraction
Basic	Basic	Any image that is given a Category of Basic
Promotional	Promotional	Any image that is given a Category of Promotional

1.4 Image Information and Distribution to the Various Channels

All the information within the Image Gateway is provided to the various Distribution Channels.

Each Distribution Channel reserves the right to use this information in accordance to their system's / server's requirements.

Items / Areas that have been documented

# of Images	Each Channel has their own Maximum # of Images that their site can handle
Image Category	Each Channel can suppress an Image due to the Category to which it's been associated
Image Content	Each Channel can suppress an Image due to its Content <ul style="list-style-type: none">- There are Channels that are looking at the Image itself to determine this<ul style="list-style-type: none">o Examples:<ul style="list-style-type: none">▪ Watermarks - Some Channels do not allow 'Watermarks' to be on an image and have been known to suppress/not display the image▪ Artwork or Background Details - Some Channels have their own logic, if they find an image that does not to meet their standards, they have been known to suppress it
Display Order	Each Channel might have their own Logic on how their site will display the images
Duplicate Image	Each Channel does have the ability to suppress an Image if it is a duplicate <ul style="list-style-type: none">- There are Channels that look at the Image itself to determine if it's a duplicate<ul style="list-style-type: none">o If a hotel uses an image multiple times with a different Thumbnail & Long Caption, then some Channels may consider it a duplicate and suppressed either all or all but the first copies of it

1.5 Image Standards

File / Media Info

1. File Type – Image/jpeg
 - jpeg is the preferred file type by most distribution channels
 - There have been instances of images not appearing because the file type was not jpeg
2. Media Type – Photo
 - Only Photos are covered under the current Pegasus License
3. Original Name
 - The name of the image file used during upload process
4. Original Size
 - Pixel Size | File Size | Megapixel Size
5. Public / Private ID
 - The unique identifier associated to the image
 - Public – ICE Generated and will be used for Public Distribution
 - Private – Not in use for Pegasus Clients
6. Modified Date
 - The Date in which the image was last updated / modified

Links - Provides a larger view of the image and gallery

1. Image Link
 - Shows the individual image selected
2. Live Media Gallery
 - Shows a slideshow with all the hotel's images
3. Edited Media Gallery
 - Shows a slideshow with all the hotel's images as they will appear with current settings (settings will not be distributed until you Save and Activate the changes/gallery)

1.6 Image Settings

1. Select an image to update it 
- a. Thumbnail: Click the magnifying glass icon to view the image larger or smaller
- b. Expand each section by clicking the arrow icon 

- 1) Move your mouse to a section and click the pencil icon to edit its fields 

Caption

Caption = Enter a brief Caption / Max of 96 characters

- This text will appear above or below the Image in the Live Media Gallery

Description = Enter in a brief Description of the Image / Max of 1,024 characters

- Used to provide more details about the image
 - If there is no additional text for the image, then the best practice is to copy the Caption
- This text will appear as Info linked to the Image in the Live Media Gallery
 - Select the Image and click on the Info button 

Note: Not all Channels support this Description or Additional Text

Category

Category = Select from the drop down

Note: Please refer to Section 1.3 for guidelines

Tags

PrecICE Tags – Are additional Categories that can be associated to an image to make it appear in more searches

- During the image upload, the Gateway will automatically pick the Tag(s) to be associated according to the filename that was used for the image
 - Best Practice
 - Ensure that the defaulted tags apply to the Image
 - Ensure that any additional tags that apply are added as this will increase its searchability
- A tag can be added/updated at anytime
- Click  or go to the Tags tab
- To expand a Tag section, click its arrow icon
 - Check mark and fill in the boxes where they appear
 - To return to the image details, go back to the Photo tab 

2 Processes

2.1 Add a New Image

1. Click the Image Gateway Link in RVNG to access your Gallery
2. Enter Edit Mode
 - a. Confirm at the prompt
3. Right Click one of the existing images to drop down its menu
4. Select Add New Photo
5. Locate the folder where images are stored

 Enter edit mode

6. There are two methods in which you can Add/Upload the Image
 - a. Top of Gallery
 - 1) Select an image (hold the Shift key to select multiple images) - the image(s) will automatically be place at the top of the Gallery
 - b. Drag & Drop
 - 1) Drag the selected image and drop it to the desired position in the Gallery - The Gallery will automatically shift to make room for the image(s)
 7. Update the image's settings
 8. Click the Info icon  to check its details
 9. Re-Order the image(s) - move images to another position in the Gallery
 - a. From the image list on left, select an image
 - b. Drag and drop the image into the desired position
- NOTE: The order in which you have the Gallery arranged will be distributed out the various Channels, but each Channel does reserve the right to display them in the order that works according to their system / server**
10. Exit & Save Gallery 
 11. Click OK

2.2 Modify an Image

1. Click the Image Gateway Link to access your Gallery
2. Enter Edit Mode
 - a. Click Confirm at the prompt
3. Locate the image
4. Update the image's settings, details and order



2.3 Delete an Image

1. Click the Image Gateway Link to access your Gallery
2. Enter Edit Mode
 - a. Click Confirm at the prompt
3. Locate & Highlight the image
4. Right Click the Image
5. Select Delete from the Menu
 - a. Click Delete at the confirmation prompt
6. Exit & Save Gallery



- a. From your dashboard, in the upper right-hand corner, click Save & Exit 
 - b. When Exit Options window opens
 - 1) Select Save & Activate Changes
 - If you do not select this, the Gallery will not be released for distribution
 - c. Click OK