

## Instructions for the distribution of TIPS Hi-Res Images by Local offices

The local Tips offices will be in charge of distributing to their clients any high-resolution images (size A3 and 300dpi ) available on the Tips international site.

A Tips local agents will carry out the necessary measures via web, and following this the client will receive an e-mail containing the user name and password with which they can then download the high-resolution images they requested from the Tips international site. Below are the necessary instructions to be followed.

Start your Internet browser


**Key in the address of the administration page of the TIPS website**

<http://administration.tipsimages.com/Dist-Admin/Distribution/Dologin.asp>

then use your **log in** and **password** :

**Tips Distribution**

[NEW](#) - [ONLINE](#) - [OLD](#) - [DELETED](#) - [SEARCH](#)

<b>Login</b>	
<b>UserName</b>	<input type="text"/>
<b>Password</b>	<input type="password"/>
 <a href="#">login</a>	<input type="button" value="Invia query"/>

A **User Name** and **Password** will be given to you by TIPS international on request.

Now you are on the “TIPS Hi-Res Image distribution” page:

[NEW](#) - [ONLINE](#) - [OLD](#) - [DELETED](#) - [SEARCH](#)

NEW DISTRIBUTION	
Office	TIPS ITALY
Tips Username	ELIZA
Client Email	<input type="text"/> <b>REQUIRED!</b>
Client Username	<b>VHC-907</b>
Client Password	<b>VEC-680</b>
Notes	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>
<input type="button" value="» [1] NEXT »"/>	

Fill in the following sections:

- e-mail (REQUIRED)                      the client's e-mail address (if you want to download an image directly then you could insert your own e-mail address here)
- Notes (OPTIONAL)                                      an empty section for any eventual comments

Click on "Next"

SELECT FILE FOR DISTRIBUTION	
Office	TIPS ITALY
Tips Username	ELIZA
Client Email	REQUIRED!
Client Username	VHC-907
Client Password	VEC-680
Notes	<input type="text"/>
Images Codes one per line!	<input type="text"/>
»» [2] CONFIRM »»	
folder contents	Image File bytes
»» [3] SEND »»	

Insert images codes then click CONFIRM

The files are now in the "folder contents" section.

folder contents	Image File bytes
	005API01010.jpg 13158874
»» [4] SEND »»	

click on "Send".

An e-mail-previously compiled with all the details necessary for the client to be able to download images-will open automatically.

Add your local office e-mail address and click on “send e-mail”

**Tips Distribution**

[NEW](#) - [ONLINE](#) - [OLD](#) - [DELETED](#) - [SEARCH](#)

<b>From (Agent)</b>	<input type="text" value="tipsitahy@tipsimages.com"/>
<b>To (Client)</b>	<input type="text" value="xxxxx@yyyyy.zzz"/>
<b>Subject</b>	<input type="text" value="Your Tips Images"/>
<b>Body</b>	<div style="border: 1px solid #ccc; padding: 5px;"><p>Dear Customer</p><p>We would like to thank you for your choice and hope you will continue to do so i</p><p>In order to download the image/s chosen click on the link shown here below: <a href="http://distribution.tipsimages.com/welcome.asp">http://distribution.tipsimages.com/welcome.asp</a> insert the username: LHM-509 and the password: LEI-382 and click on enter</p><p>Once the page for downloading is open, click on the file with the image's name u on the right and choose the option "Save target as"</p><p>For Macintosh users, click on the file with the image's name by holding down "ct</p><p>Best regards The Image Pro Shop</p></div>
<input type="button" value="Send Email"/>	

Note: you are able to personalize the text of you e-mail as you wish, however you must not change in any way the username, password or the link to the downloading page.