

# Image Loader

## Installation Guide

Installation Guide V 1.0



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## 1. Pre-Requirements

To install Image Loader, log in as an administrator in Salesforce.com. The application can be installed in Professional, Enterprise, Force.com, Developer, and Unlimited editions.

Before installing the package, enable and set the following:

- **Digital Experiences**

**Setup > Digital Experiences > Settings > Enable Digital Experiences > add a Domain name > Save**

- **Salesforce CRM Contact**

**Setup > Salesforce CRM Content > Enable Salesforce CRM Content > Save**

This ensures that the Viewer option is available when managing the members of a Library in 3.4.

## 2. Installing the Application

To install Image Loader:

1. Access Image Loader App for Experience Cloud on AppExchange.
2. Click **Get It Now** on the AppExchange page.
3. Choose where you wish to install the product: **Production** or **Sandbox**.
4. To begin the installation, select **I have read and agree to the terms and conditions**. And click **Confirm and Install!**
5. Enter your credentials.
6. Choose a security level, then click **Install** to continue the installation.



## Install Image Loader

By OSF Global Services



**What if existing component names conflict with ones in this package?**

☒ Do not install.  
☐ Rename conflicting components in package.



☐ Install for Admins Only



☒ Install for All Users



☐ Install for Specific Profiles...

| App Name     | Publisher           | Version Name | Version Number |
|--------------|---------------------|--------------|----------------|
| Image Loader | OSF Global Services | Spring 2021  | 1.0            |

[Additional Details](#)
[View Components](#)

7. After the installation process is completed, click **Done**.



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**Installation Complete!**

| App Name     | Publisher           | Version Name | Version Number |
|--------------|---------------------|--------------|----------------|
| Image Loader | OSF Global Services | Spring 2021  | 1.0            |

To check the installed package, navigate to: **Setup > Apps > Packaging > Installed Packages**.

**Installed Packages**

On AppExchange you can browse, test drive, download, and install pre-built apps and components right into your Salesforce.com environment. [Learn More about Installing Packages](#)

Apps and components are installed in packages. Any custom apps, tabs, and custom objects are initially marked as "In Development" and are not deployed to your users. This allows you to test and customize before deploying. You can deploy the components individually using the other features in Setup or as a group by clicking Deploy.

Depending on the links next to an installed package, you can take different actions from this page.

To remove a package, click Uninstall. To manage your package licenses, click Manage Licenses.

| Action                    | Package Name           | Publisher           | Version Number | Namespace Prefix | Install Date      | Limits | Apps | Tabs | Objects | AppExchange Ready |
|---------------------------|------------------------|---------------------|----------------|------------------|-------------------|--------|------|------|---------|-------------------|
| <a href="#">Uninstall</a> | Community Image Loader | OSF Global Services | 1.0            |                  | 16/11/2020, 13:13 | ✓      | 1    | 1    | 1       | Not Applicable    |

**Uninstalled Packages**

No uninstalled package data archives

### 3. Settings

To make sure community and guest users can access and upload images in the Site, follow these steps:

1. Create a public group with all Site users.
2. Create a public group with **Image Loader Admin** to give user access to manage the **Image Loader Library**.
3. Create a **Image Loader Library**.
4. Manage library members by adding site and guest users.

#### 3.1. CREATING A PUBLIC GROUP WITH ALL SITE USERS

1. Go to **Setup**.
2. In the quick find box, type **Public Groups** and click the result link.
3. Click **New**.
4. Enter a **Label** and click outside the field (the **Group Name** is automatically populated).
5. In the **Search field**, select **Public Groups**.

Group Membership  
New Group

Group Information

Save Cancel

New Public Group

Label

Image Loader Admin

Group Name

Image Loader Admin

i

Grant Access Using Hierarchies

☒

i

Search:

Public Groups

▼

for:

Find

Available Members

All Internal Users  
All Partner Users  
Group: Community Users  
Group: Image Loader Admin

Add

▶

◀

Remove

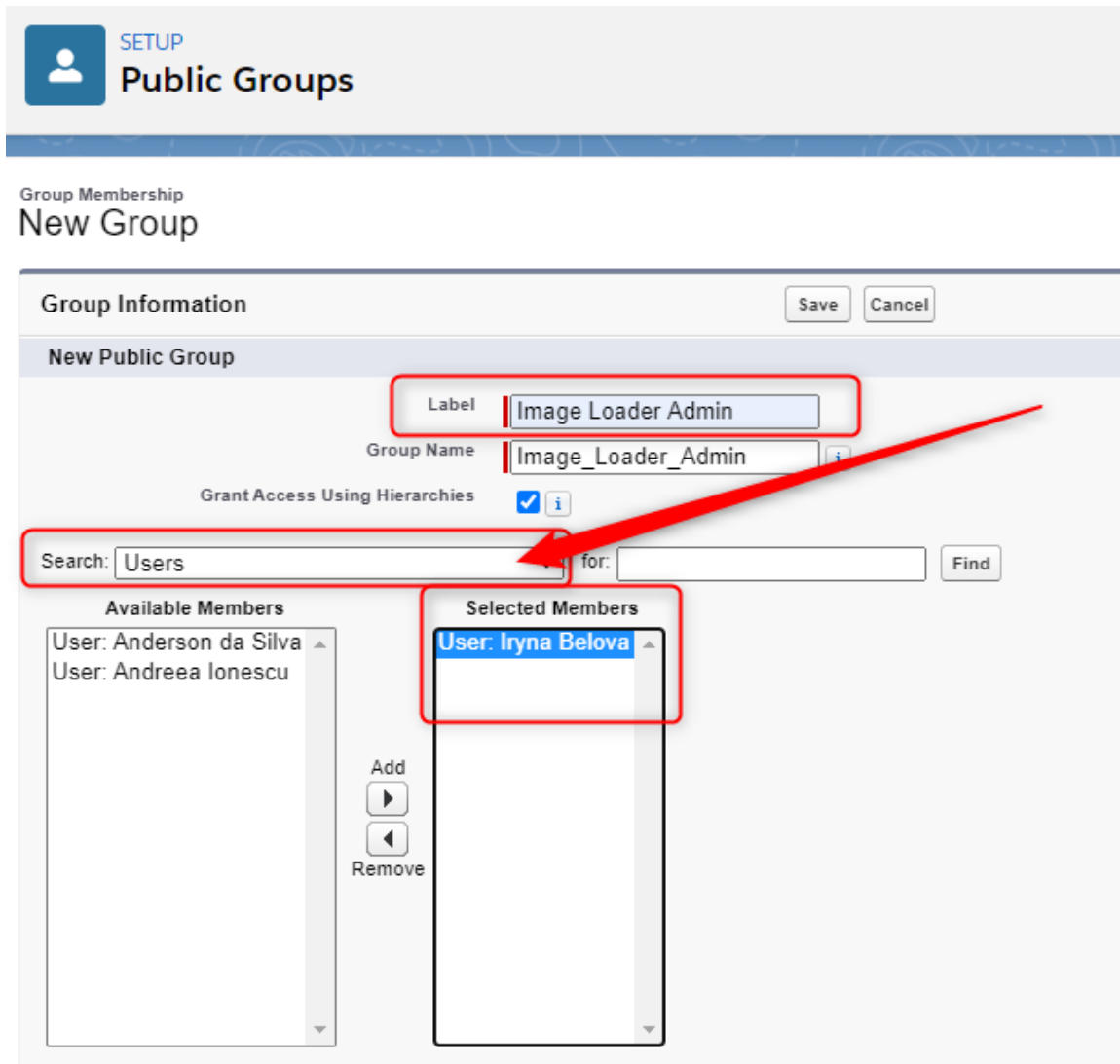
Selected Members

All Customer Portal Users

- Under the **Available Members** section, select **All Customer Portal Users** and add them to the **Selected Members** section.
- Click **Save**.

### 3.2. CREATING A PUBLIC GROUP WITH IMAGE LOADER ADMIN

- Go to **Setup**.
- In the quick find box, type **Public Groups** and click the result link.
- Click **New**.
- In the **Label** field, enter *Image Loader Admin* and click outside the field (the Group Name is automatically populated).
- In the **Search** field, select **Users**.
- Under the **Available Members** section, select the admin user and add it to the Selected Members section.



**SETUP**  
**Public Groups**

Group Membership  
**New Group**

**Group Information** Save Cancel

**New Public Group**

Label

Group Name

Grant Access Using Hierarchies ☒

Search:  for:  Find

**Available Members**

- User: Anderson da Silva
- User: Andreea Ionescu

**Selected Members**

- User: Iryna Belova

Add Remove

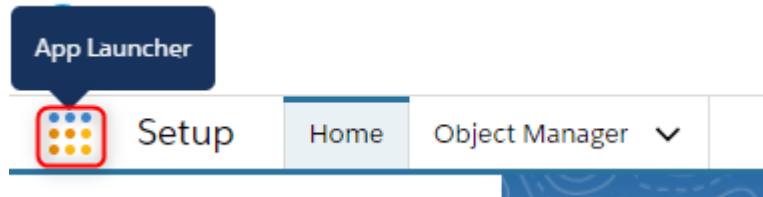
7. Click **Save**.

### 3.3. CREATING A SITE IMAGE LIBRARY

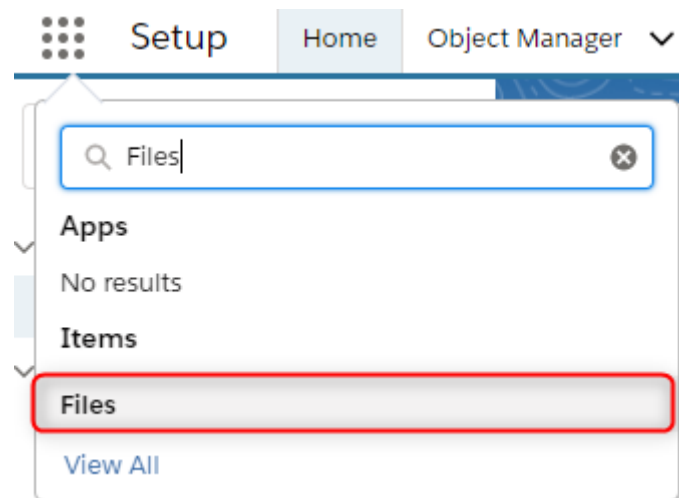
A Site Image Library is a Library Asset where the uploaded images are stored.

To create a Site Image Library:

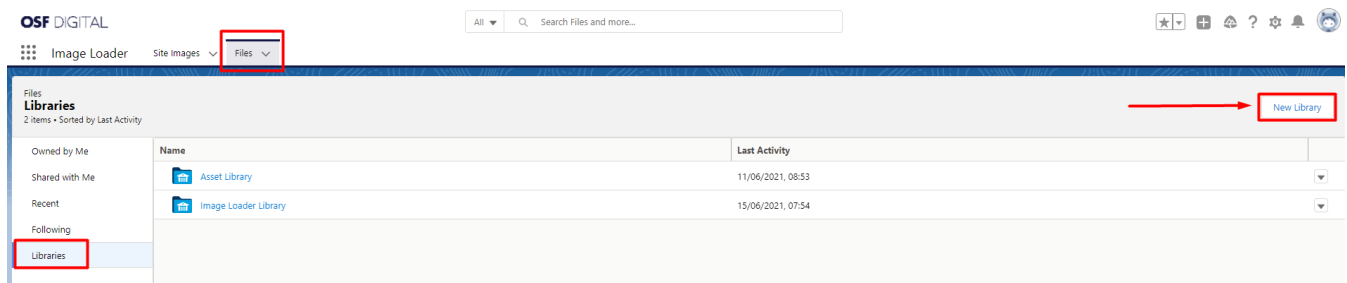
1. Go to **App Launcher**.



2. Navigate to **Files > Libraries**.



3. Click **New Library**.



4. In the name field, enter **Image Loader Library**.

**Note:** Add this group as a Library Administrator for Image Loader Library. In this scenario, if there is a known number of people who will use the application and if this number does not exceed 3, the admin can add them as users, and no public group needs to be created.

### Edit Image Loader Library

**Name**

Image Loader Library

**Description**

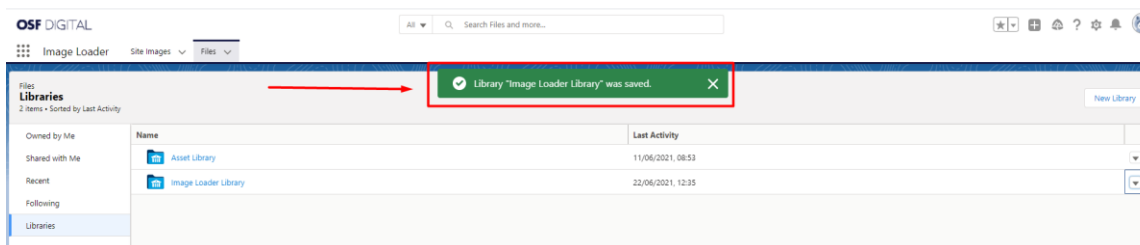
**Library Image**



[Upload Image](#)

[Cancel](#)
[Save](#)

5. Click **Save**.



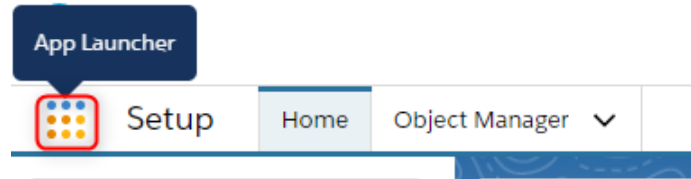
## 3.4. MANAGING LIBRARY MEMBERS

### 3.4.1. Adding the Site Users

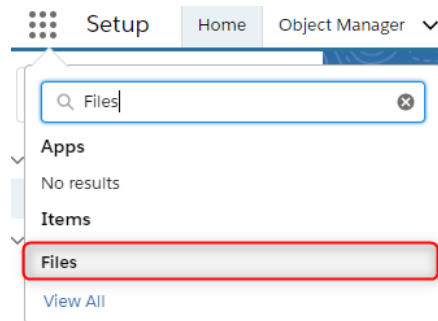
Site Users who upload and publish images must be set up as **Library Administrator**.

To add a user as a Library Administrator:

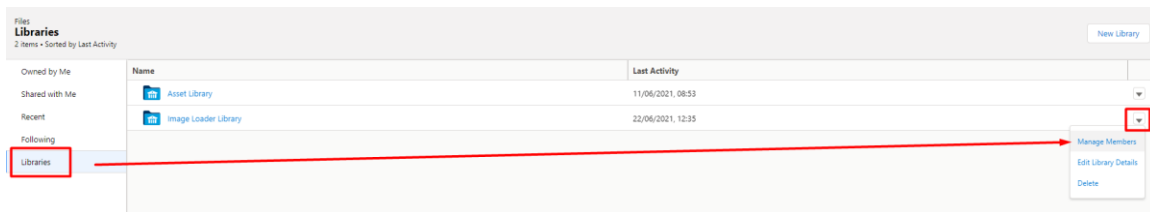
1. Go to **App Launcher**.



2. Navigate to **Files > Libraries**.



3. From the dropdown list next to the **Image Loader Library**, select **Manage Members**.



**Note:** To make sure **Manage Members** is available, the admin that adds users must be a member of the **Image Loader Admin Public Group (Setup > Public Groups)**.

4. **Add** Community Members who upload images with **Access** value = **Workspace Administrator**.

## Manage Library Members

 Community Image Library

**Add Members**

 Image Loader Admin ×

Add

**Current Members**

|                                                                                     |                 |                           |   |
|-------------------------------------------------------------------------------------|-----------------|---------------------------|---|
|  | Community Users | Workspace Administrator ▼ | × |
|  | Iryna Belova    | Workspace Administrator ▼ | × |

**Access**

Workspace Administrator ▼

Viewer

✓ Workspace Administrator

Author

### Manage Library Members

 Image Loader Library

Add Members

 Image Loader Admin ×

Access

Library Administrator ▼

Add

Current Members

|                                                                                    |                    |                         |   |
|------------------------------------------------------------------------------------|--------------------|-------------------------|---|
|   | Integration User   | Viewer ▼                | × |
|   | Image Loader Admin | Library Administrator ▼ | × |
|   | Community Users    | Library Administrator ▼ | × |
|  | OSF Digital        | Library Administrator ▼ | × |

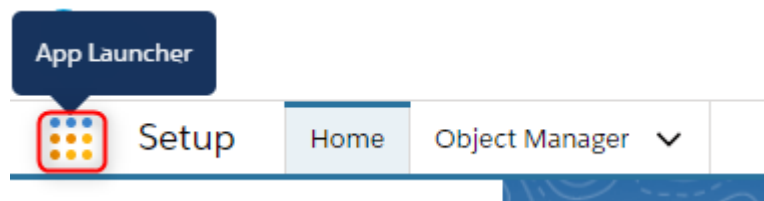
- Click **Add**.

You can see the members added under the **Current Members** section.

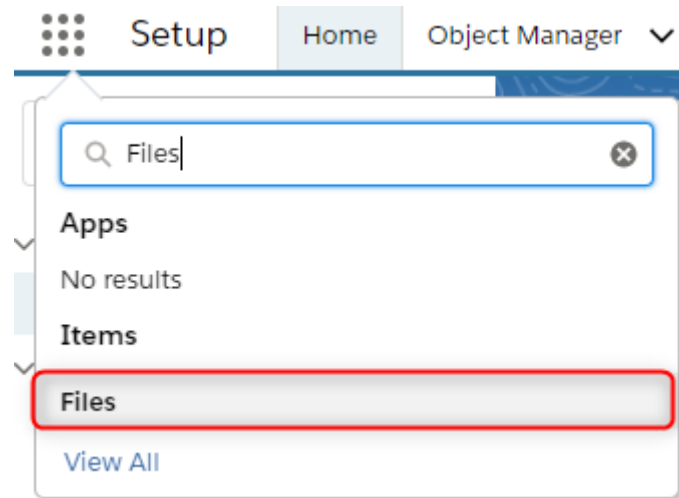
### 3.4.2. Adding the Guest Site Users

To share uploaded images with Guest Site Users, perform the following pre-requisites:

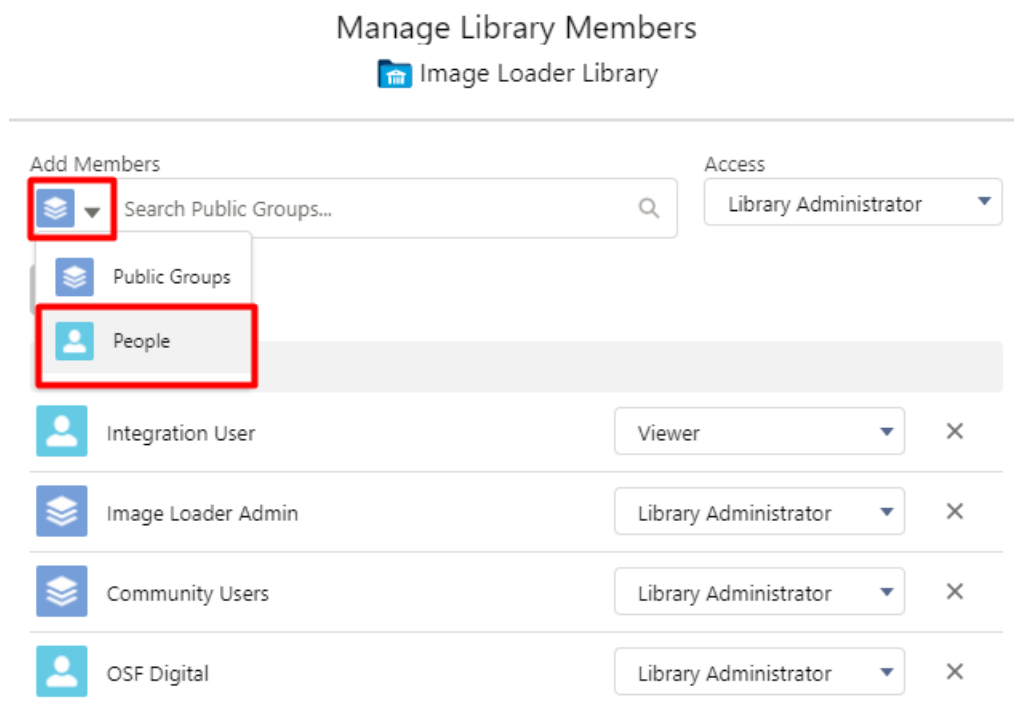
- Go to **App Launcher**.



- Type **Files** and click the result link.



3. Go to **Libraries**.
4. From the dropdown list next to **Image Loader Library**, select **Manage Members**.
5. Make sure the **People** option is selected.



Search for the guest user related to your community (all guest users names end with **Site Guest User**).

### Manage Library Members

 Image Loader Library

---

**Add Members**




Integration User
×

Add

**Access**

Viewer
▼

**Current Members**

|                                                                                                      |                                                                                                                                    |   |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---|
|  Integration User   | <div style="border: 1px solid #ccc; padding: 2px;"> <span>Viewer</span> <span style="float: right;">▼</span> </div>                | × |
|  Image Loader Admin | <div style="border: 1px solid #ccc; padding: 2px;"> <span>Library Administrator</span> <span style="float: right;">▼</span> </div> | × |
|  Community Users   | <div style="border: 1px solid #ccc; padding: 2px;"> <span>Library Administrator</span> <span style="float: right;">▼</span> </div> | × |
|  OSF Digital      | <div style="border: 1px solid #ccc; padding: 2px;"> <span>Library Administrator</span> <span style="float: right;">▼</span> </div> | × |

6. Update the **Access** value to **Viewer**.

7. Click **Add**.

You can see the members added under the **Current Members** section.

If you have any questions, please contact us at [contact@osf.digital](mailto:contact@osf.digital).