

# User Manual for the Online Gallery

## STEP 1:

### Register

You will now create your account on our Online Gallery.

Make sure:

- All fields are filled in
- Passwords match

If these points are not correct, a message will appear.

If these points are correct, the application will register a new account in the database and send a confirmation email to the user and the administrator.

Pay attention: after registering, the user will not have immediate access to the Online Gallery.

First the user has to login and request a temporary access code (STEP 2 and STEP 3).

## STEP 2:

### Login

The user can log in to the Online Gallery with his/her account.

The user logs in by entering the user name and password.

## STEP 3:

### Request a temporary access code

The user needs to request a temporary access code to enter the Online Gallery.

The email address of the user is automatically filled in and cannot be changed.

This prevents the access code being sent to the wrong user.

Furthermore, the user can optionally attach a comment.

The administrator will send a temporary access code to the user as soon as possible.

STEP 4:

Enter the access code

As soon as the user enters the access code and clicks on the "Get access to the Online Gallery" button, the application will check in the database whether the access code corresponds to that entered by the user.

If the access code matches, the user will automatically be redirected to the Online Gallery.

From the moment of entering in to the Online Gallery the user has temporary access to review the designs.

STEP 5:

Feedback

All feedback that is given is stored in the database and the administrator receives the feedback in an email.

The user does not necessarily have to be logged in to give feedback.

If the feedback has been sent successfully, a thank you message will appear.