Image library and logo ordering guide

The Uview image library and logo ordering guide is a basic explanation on how to use Uview and what's involved in the ordering process.

Ordering

Uview allows you to view and order any of your organisations image resources and brand identity. By filtering through your image library using the taxonomy menu down the left hand side, or using the search field, you will be able to find a series of images that match your search criteria. For logos simply find the logo you require from the main menu, you can choose between 'online' and 'print' versions.

With Uviews IP management tools your administration team can make sure all of your requested images or logos are only being used where, when, and how they should be. After you submit your order, your order will need to be approved by your administration team before you can download.

Here is a quick step-by-step guide on how to order an image or logo.

Step 1 - Find an image or logo that suits your needs and click on 'Add to cart'.

Step 2 - When you are finished, go to 'Order cart' in the top right menu.

Step 3 - You can continue browsing, or if you are finished click 'Checkout'

Step 4 - Fill out the 'Your details' information. If you want a web version of any of the images tick the 'Web version' option to the right and specify what width in pixel size you want the image to be. There is a helpful pixel guide available to help you order the correct size. If you require a high resolution image, leave this option un-ticked.

Step 5 - Specify in a few words what you intend to use these images or logos for. It is important at this stage to be very clear with your explanation, this is so your administration team can determine whether or not you can use the image or logo, and to make sure with the image that it is not being over used, or used in other resources at the same time. All information is recorded and saved against the image for future reference.

Step 6 - Submit order.

Once you submit your order you will receive a confirmation email with an 'Order ID' and a list of what you ordered, keep this as a reference to refer back to if there is a delay in your order. You will then receive an email from your administration team when your order has been approved, or denied.

For orders that are approved you will receive an email with a link to take you to 'My orders', or you can find this by clicking on 'My account > My orders' in your top right menu.

For orders that are unapproved, you will receive an email from your administration team explaining why all, or part of your order was not successful.

Please note: Orders can take a little while to process, so please be patient, but if you feel it has been some time you can use the 'Contact us' page in the main menu to get in touch with your administration team.

Restricted images

Images displaying a red 'Restricted usage' banner mean that the image has some 'extra copyright information' against it. You will need to read this copyright information before ordering. You can do this by clicking on the image and reading the text highlighted in red.

If you think that the image is still fine to use for your project, you can order and your administration team can confirm before usage.