

File Upload Instructions & Photo View Instructions



FILE UPLOAD INSTRUCTIONS

To send your images and documents online to the Showcase Art Department, follow the steps below. Please review the 'Ad Mechanical & Digital Specifications' sheet for file specifics.

Upload to our Online Upload System by using your custom log-in name and password already provided by your account executive. Please note this site is case sensitive.

For new clients contact Susan Chong at 703-992-1161 or schong@gwpi.net for your own custom log-in information to upload your ad materials.

1. Open your browser (Internet Explorer, Firefox, Safari), go to **http://asart.gwpi.net**
2. From the navigation bar, click **"new dir"**, to create a new folder where you will upload your files.
3. Click **"upload"**, then **"browse"** to select your file(s) from your hard drive
4. Click **"send"** to upload your file(s). You can upload 16 files at one time
5. When upload is complete, click **"close"** at bottom of window, and then **"Log out"**
6. Once complete, an email will be sent to the Apartment Showcase Art Department notifying us that your files have been uploaded.

For questions please contact your account executive or Susan Chong at 703-992-1161 or schong@gwpi.net

PHOTO VIEW INSTRUCTIONS

We offer you an easy way to view your Property's Photo Album online.

1. Go to **www.myapartmentshowcase.com**
2. Click **Photo View**
3. Locate and click on your Management Company in the directory
5. Locate and click on your **Property** in the directory.
6. Photo thumbnails of your Property will appear. Click on any image to enlarge. Navigate throughout your Property Photo Album by clicking on the arrow keys above the photos.
7. Locate the desired photo(s) and note the photo#(s) for your Account Representative.

PROBLEMS?

1. Do not use AOL to view photos. Firefox, Safari and Internet Explorer are best.
2. If you are having problems connecting to Apartment Showcase Client PhotoView, please review the following:
 - a. Be sure the caps lock key is not pressed and that you didn't type in any extra spaces, hyphens, dashes or underscores.
 - b. Be sure Internet Explorer or Netscape is not set on too high of an access level. This will not allow access to our system. See your System Administrator.
 - c. Be sure your Firewall software allows you to send a password out over the Internet and that the Filter/Firewall does not encrypt your password. See your System Administrator.
 - d. Your system may be set up so that it blocks the port for allowing logon to remote systems. See your System Administrator.

Questions? Email us at art@gwpi.net.

THE BEST WAY TO FIND AN APARTMENT

1919 GALLOWS ROAD, SUITE 200, VIENNA, VA 22182
703-992-1100 : INFO@APARTMENTSHOWCASE.COM

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