

Media collections

Offers vs. Series

Collection	Web (Drupal CMS)	Web (Web Manager) and Webshop	my-picturemaxx
Offers	Highlight the latest photos or videos from a specific event.	Appear on the website's Offers page.	Form the my Offers feature.
Series	Group images into themed or stylistic collections.	Appear in search results. Search by series returns the cover images of each series. The image preview shows a thumbnail strip with a "Show all images in series" option.	Appear in search results. The image preview shows a thumbnail strip to browse the full collection.

Series

The series cover does not update after saving, the original cover remains visible

A: To change the cover (primary image), select the current cover image and choose **Edit Media > Mark as Secondary**. Then select the image you want as the new cover and choose **Edit Media > Mark as Primary**.

Why do series not appear on the website?

A: Newly published series and offers need to be indexed before they become searchable. This process runs at regular intervals to ensure stable performance, so it may take up to 10 minutes for new content to appear.

If it takes significantly longer, please contact support.

How do I make a series into an offer?

A: To turn a series into an offer, you first need to locate the series images and then create an offer from them using the Fast Functions menu.

1. Go to **Media > Media Processing > Archive**
 2. In the **Search Term(s)** field, enter a relevant keyword from the series images, select the **Search by Series** option, and click **Search**.
 3. Click the series icon on the cover image thumbnail to reveal the series name. Click the name to view all images in the series.
 4. Select all the images with **Select > Select All** on the top menu.
 5. Under the **Fast Functions** menu, select **Offers** and choose one of the two options:
 - Create New Media Collection
 - Add to Existing Media Collection
 6. Enter a **Name** for the Offer.
 7. Select the **Active** checkbox.
 8. To set a new cover image to represent the Offer, select the image and click **Edit Media > Mark as Primary**.
 9. Click **Save**.
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Offers

How do I merge two offers?

A: To combine two offers into one, proceed as follows:

1. Go to **Media Management > Collections > Offers** and select a record.
 2. Within the bottom **Media** section, select **Edit > Display Offer as Archive Search Result**.
 3. **Select > Select All**.
 4. **Fast Functions > Offers**.
 5. Select the **Add to Existing Media Collection** option and pick the other offer from the list.
 6. Click **Save and Back to Overview**.
 7. Go back to the **Offers** overview, select the 1st offer and click **Edit > Delete**.
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How many offers can I safely batch delete at once?

A: When deleting offers in bulks, process them in batches of approximately 1,000 offers at a time and wait about 5 minutes between each batch to avoid performance issues.

In many cases, deactivating offers is sufficient, as this removes them from the index without deletion.

Can I display story text with my offers?

A: It's possible to display story text with an offer.

Just insert the text into the Offer **Description** field.

How can I make an offer into a website collection?

A: You can turn an Offer into a Website Collection by adding its images directly to a selected collection folder.

1. Go to **Media Management > Collections > Offers** and open the relevant offer.
 2. In the **Media** panel at the bottom, select **Edit Media > Display Offer as an Archive Search Result**.
 3. Select all images, open the **Fast Functions** menu, and choose **Website Collections**.
 4. Keep the default **Preview** size selected, choose the target folder, and click **Save**.
 5. Enter a **Title** for the collection (we recommend using the same name as the Offer), mark it as **Active**, and save again.
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Can I display the newest images first in offer listings?

A: No. You cannot automatically sort images in Offers by date. They appear in the order you set in Backstage.

You can change the order by **dragging and dropping** the images in Backstage. After publishing, changes may take a few minutes to appear on the website.