

About ID Cards

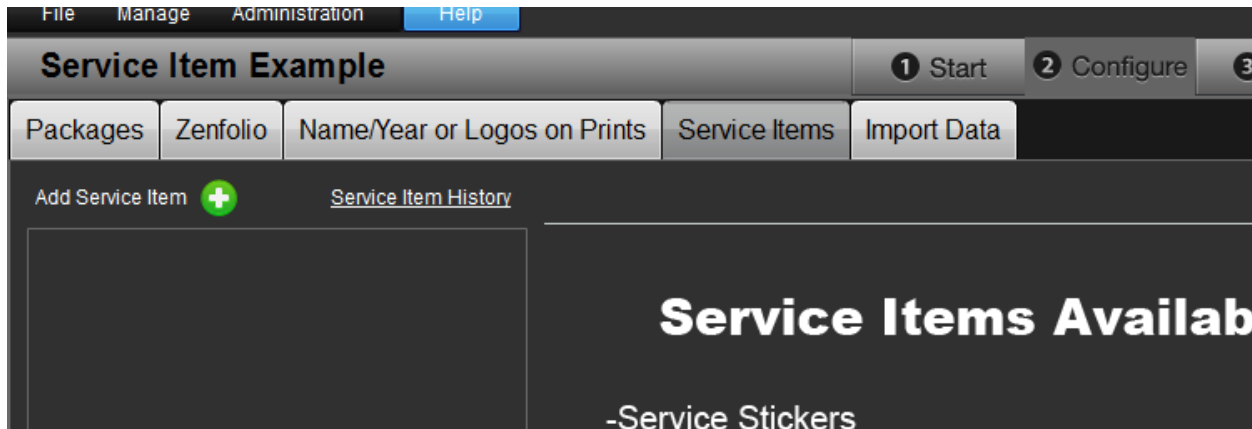
The Remote Suite Plus Schools software allows you to order PVC ID cards or Press printed ID cards.

The PVC option is \$1 per card and is sublimated onto a 30 mil PVC card. With this card type you have the option to print the cards on site or have Miller's print them.

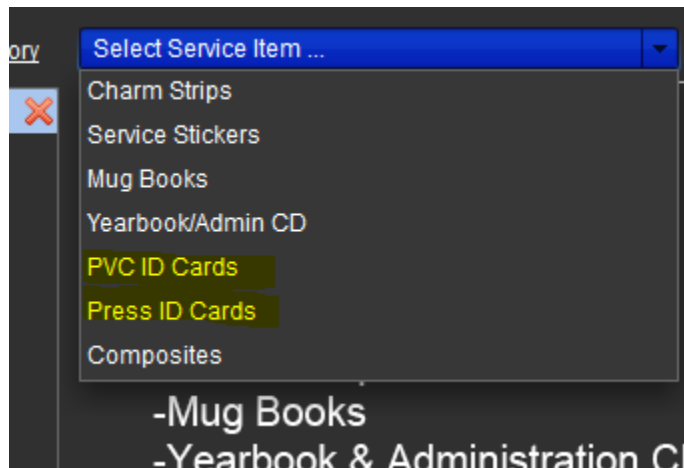
The press ID cards are printed on 15 mil synthetic material and die cut as an 8up sheet of individual cards. They are \$.30 per card. There are also double sided options for the press cards which cost \$.50 per card.

Ordering ID Cards

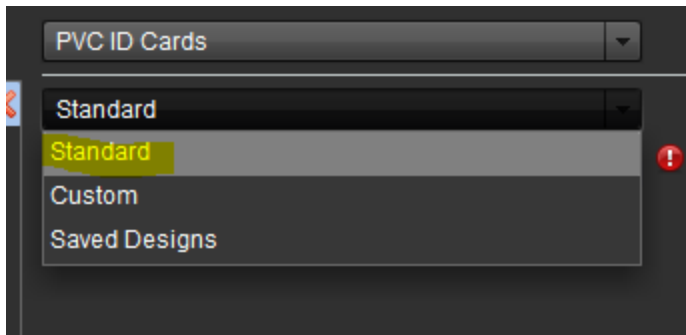
1. Within the Service Items tab, click on the green button next to "Add Service Items".



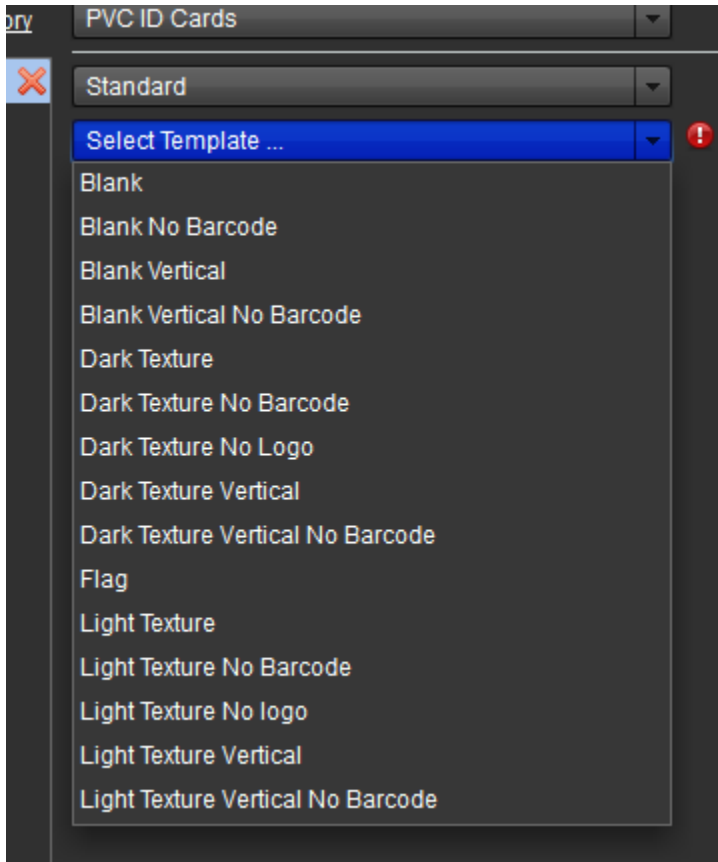
2. Choose which ID card type that you desire from the pull down menu.



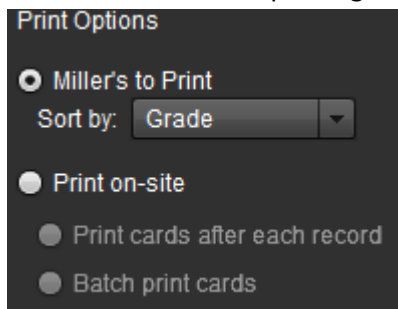
3. From the "Standard or Custom" menu select "Standard" (It is assumed that if you are reading this you aren't using a custom card set up. If you decide a custom card is needed, please contact score@millerslab.com for template set up instructions. There is a \$25 set up fee and you will be required to provide graphics.)



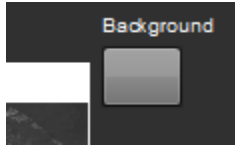
4. Select a template from the options listed within the “Select Template” menu. For the purposes of this instruction manual we selected the “Dark Texture” option. This has both a color picker and the ability to select a graphic. NOTE: some of the cards in the list will not have both feature choices.



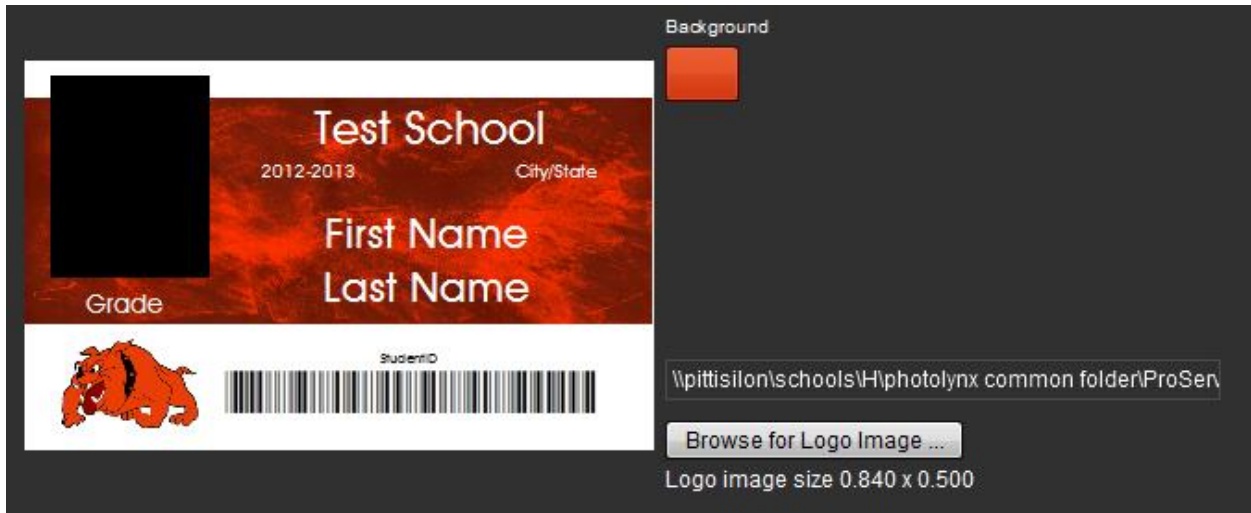
5. Select a print option: “Miller’s To Print” or “Print On site”. This will only appear for PVC ID cards. In this example, “ Miller’s to Print” and sort by “Grade” was chosen. At the end of this section, instructions will follow on details for printing on site.



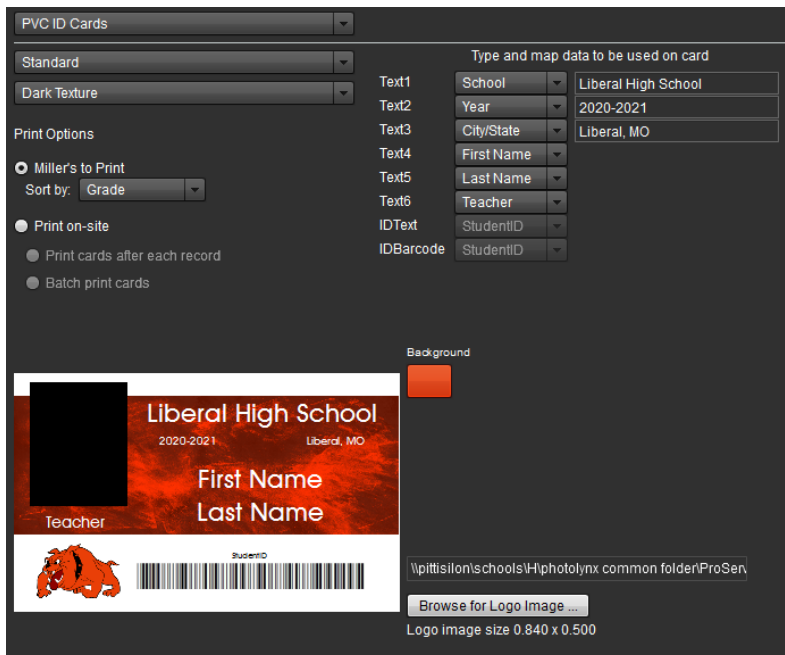
- Select a background color (optional). To do this click on the gray box under the word "Background" and choose an option. If the color that you desire does not look good with the dark texture card, you might want to try the light texture card.



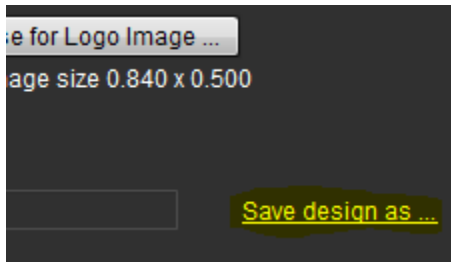
- Browse for Logo Image (optional). If your school chooses to have a logo placed on the card, you can add it here. Be sure that it is sized outside of the software to .840x0.500. On the Blank options, this is where you choose the card background. **If the image is sized incorrectly it will be cut-off and not print correctly on the card.



- Set your card text options. Each card has varying amounts of text, which show up in various areas of the card. Each of these "text nodes" can be set to display either static text or text that varies from card to card. Use the pull down menus to choose what is displayed in each of these text nodes. Fields that appear with text boxes next to them are for static text whereas those without text boxes pull from the text which is entered for each student.

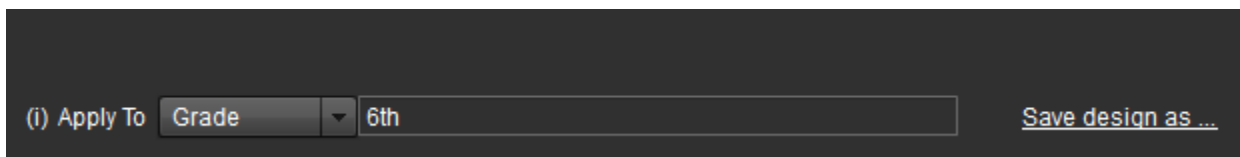


9. Now that you have a card set up, it can be saved for future orders. It will then appear under “Saved Designs” in the “Standard or Custom” menu. Be sure to assign it a meaningful name.



Multiple design set up

1. If your school has multiple ID designs, (example: each grade has its own color card or there are some students who have ASB cards) you can use the “apply to” feature to filter out who gets which card. By default the filter applies the card to all students. By clicking on the menu that says “All” you can choose which field to filter by and what criteria to use. For the purposes of this help file let’s say that we are ordering ID cards for a middle school that has different colored ID cards for each grade. In the image below, the card is set to apply only to those who have the characters “6th” in the grade field.



**Please note the text must be exactly as it appears in the data. The ID card will populate in the build stage if the data is entered correctly. If you do not see it, there is problem and you will need to review your ID set up. Also, note that there is no way to filter on fields containing no data. This means that if you are printing ASB and non ASB cards you will need to be sure that whatever field you choose to filter by will always have data. For instance, you could use the Custom 1 field and set the ASB card to print for students with “ASB” in the custom 1 field and the non ASB card to print for anyone with “NoASB” in their custom 1 field. This can either be imported as part of the schools data (in the import step) or entered for each child as you add images.

2. To add the cards for the 7th and 8th grade you simply go back to the green button with a white cross on it, next to the words “Add Service Item” and go through the ID set up process again (You can load a saved design and modify it to save time if, as in this case, there is just a slight difference between cards). You will set each of these to filter on the corresponding data (7th in the case of seventh graders and 8th in the case of 8th graders). When setup is complete, you will have three entries under service items for PVC ID card (more or less depending on how many designs your school requires). The images on the next page illustrate proper set up of the cards to print different colors for each grade.

Service Item Example 1 Start 2 Configure 3 Build 4 Review 5 Submit

Packages Zenfolio Name/Year or Logos on Prints Service Items Import Data

Add Service Item + Service Item History PVC ID Cards

1	PVC ID Cards PVC ID Dark Texture 3.42x2.12 ID Cards	Standard	Type and map data to be used on card
1	PVC ID Cards PVC ID Dark Texture 3.42x2.12 ID Cards	Dark Texture	Text1 School Liberal High School
1	PVC ID Cards PVC ID Dark Texture 3.42x2.12 ID Cards		Text2 Year 2020-2021
			Text3 City/State Liberal, MO
			Text4 First Name
			Text5 Last Name
			Text6 Teacher
			IDText StudentID
			IDBarcode StudentID

Print Options

Millers to Print
Sort by: Grade

Print on-site

Print cards after each record

Batch print cards

Background

Background color: #C0392B

File path: \\pittsiltonschools\H\photolynx\common folder\ProSen

Browse for Logo Image ...
Logo image size 0.840 x 0.500

Apply To Grade 6th Save design as ...

Service Item Example 1 Start 2 Configure 3 Build 4 Review 5 Submit

Packages Zenfolio Name/Year or Logos on Prints Service Items Import Data

Add Service Item + Service Item History PVC ID Cards

1	PVC ID Cards PVC ID Dark Texture 3.42x2.12 ID Cards	Standard	Type and map data to be used on card
1	PVC ID Cards PVC ID Dark Texture 3.42x2.12 ID Cards	Dark Texture	Text1 School Liberal High School
1	PVC ID Cards PVC ID Dark Texture 3.42x2.12 ID Cards		Text2 Year 2020-2021
			Text3 City/State Liberal, MO
			Text4 First Name
			Text5 Last Name
			Text6 Teacher
			IDText StudentID
			IDBarcode StudentID

Print Options

Millers to Print
Sort by: Grade

Print on-site

Print cards after each record

Batch print cards

Background

Background color: #1A3A7A

File path: \\pittsiltonschools\H\photolynx\common folder\ProSen

Browse for Logo Image ...
Logo image size 0.840 x 0.500

Apply To Grade 7th Save design as ...

Service Item Example 1 Start 2 Configure 3 Build 4 Review 5 Submit

Packages Zenfolio Name/Year or Logos on Prints Service Items Import Data

Add Service Item + Service Item History PVC ID Cards

1	PVC ID Cards PVC ID Dark Texture 3.42x2.12 ID Cards	Standard	Type and map data to be used on card
1	PVC ID Cards PVC ID Dark Texture 3.42x2.12 ID Cards	Dark Texture	Text1 School Liberal High School
1	PVC ID Cards PVC ID Dark Texture 3.42x2.12 ID Cards		Text2 Year 2020-2021
			Text3 City/State Liberal, MO
			Text4 First Name
			Text5 Last Name
			Text6 Teacher
			IDText StudentID
			IDBarcode StudentID

Print Options

Millers to Print
Sort by: Grade

Print on-site

Print cards after each record

Batch print cards

Background

Background color: #2ECC71

File path: \\pittsiltonschools\H\photolynx\common folder\ProSen

Browse for Logo Image ...
Logo image size 0.840 x 0.500

Apply To Grade 8th Save design as ...

Print On Site

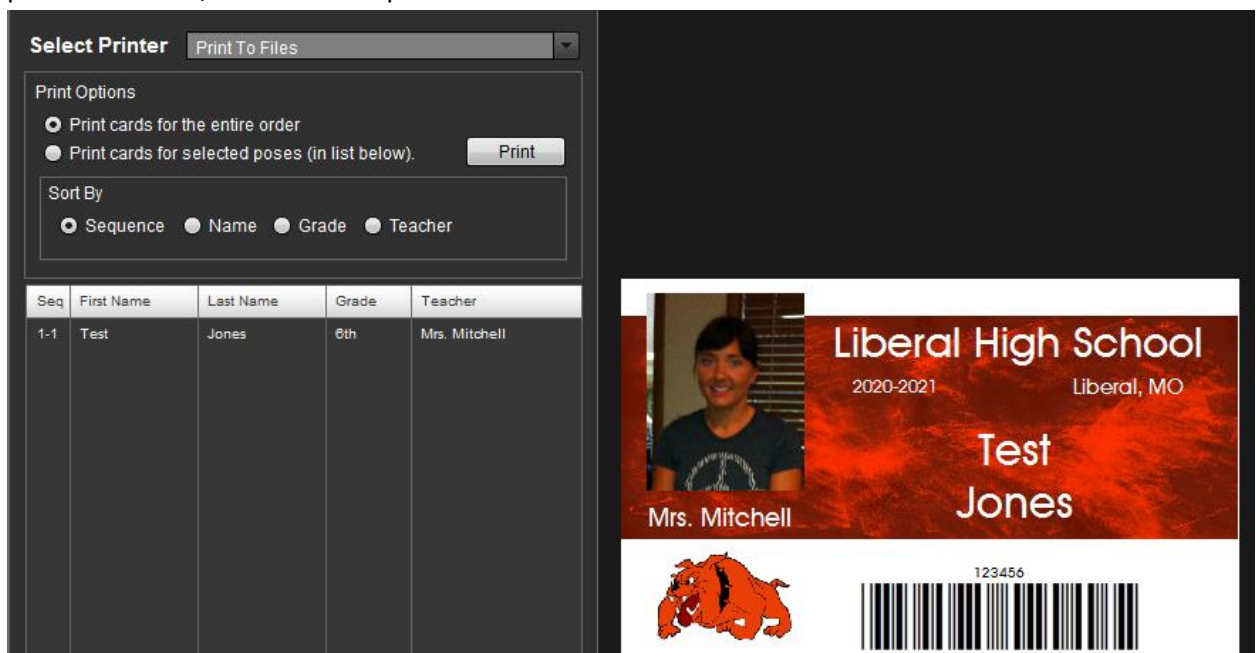
Setup is the same but choose “Print On Site” instead of “Miller’s to Print”. There are two options “print cards after each record” or “batch print”. When choosing to print on site you will set your default printer. The software will use whatever the default settings for that printer are so you will need to access the default settings in your printer driver to change your print settings.

Print IDs after each record

1. When you choose to print cards after each record and go into the build stage there will be a checkbox that appears on the screen when an ID is present that says “print IDs on Save”. This is checked by default and will cause an ID to be printed for each record when the save button is clicked. If you choose to disable this feature you will need to click the thumbnail preview of the ID card on the left and click the print button that will appear under the full size preview on the right in order to print the ID.
2. You can also access the batch print options from the ID Cards menu at the top of the build screen. This is handy if you’d like to print all of the ID cards to disk in order to provide the school with images of all the ID cards so that they can print lost IDs.

Batch Print

1. This feature is handy if you would like to print all of the ID cards for the school at once. If you are printing cards as you enter at the studio, it can be inconvenient to have to tend an ID card printer.
2. This feature is accessed through the ID Cards Menu at the top of the build screen and is available whenever you order ID cards. To Print simply select to either print to file or select a printer from the pull down menu, and then click print.



The screenshot displays the software interface for printing ID cards. On the left, a 'Select Printer' dropdown menu is set to 'Print To Files'. Below it, the 'Print Options' section includes two radio buttons: 'Print cards for the entire order' (selected) and 'Print cards for selected poses (in list below)'. A 'Print' button is located to the right of these options. The 'Sort By' section has four radio buttons: 'Sequence' (selected), 'Name', 'Grade', and 'Teacher'. Below the options is a table with the following data:

Seq	First Name	Last Name	Grade	Teacher
1-1	Test	Jones	6th	Mrs. Mitchell

On the right, a preview of an ID card is shown. The card features a photo of Mrs. Mitchell, the school name 'Liberal High School', the school year '2020-2021', the location 'Liberal, MO', the student name 'Test Jones', a school mascot logo, and a barcode with the number '123456' above it.