

Miller's School Software Quick Start Guide.



Schools
2012 Catalog version 9.23

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Program Development by ProLab Solutions Inc.

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Introduction

The Digital Undergrad software is part of the Miller's Remote Suite and can be downloaded from the Miller's website. The Digital Undergrad software is designed to provide our customers who photograph schools an efficient and simple interface to submit work through our Undergrad department. The following guide is meant to get you started on your way to mastery of our software.

This guide is broken up into four sections:

Section 1– This section discusses workflows

Section 2- This Section discusses setup and creation of an order. It also covers setting up packages and importing data.

Section 3- This section covers entering images into an order.

Section 4- This section covers methods of getting your order to Miller's.

*****If you need more information than is provided in this quick start guide more resources can be found by clicking on the resources button on the main screen of the Miller's Remote Studio.**

Section 1

Workflows

Proofing -Many of our customers choose to or are required to provide proofs to their schools. With this in mind we have developed several options to make this as smooth and painless an experience possible.

Pre Edited Proofing- In a pre-edited proof order you enter the students information before sending in your order for proofs. This is generally done when a school requires you to provide service items such as yearbook or administration disks. When you choose the pre-edited proofing option you will receive our standard wallet proof. These are ideal for studios that order their own order envelopes and need to attach a proof to them. They are marked with your studio name and the image name as well as a barcode which can be used to speed entry of your packages. These wallets are die cut.

Envelope Proofing – For studios that do not choose to purchase their own order envelopes elsewhere, we offer the envelope proofing option. These 8.5”x11” envelopes include your price list as well as the student’s images and information. The entry is the same as Pre Edited Proofing.

Standard Proofing – For those who do not have to provide any service items at the time of proofing we offer the standard proofing option. With this option you simply choose a folder of images and the software will prepare them to be sent to Miller’s. We only offer the standard wallet sized proof with this option.

Green Screen – To do a greenscreen background replacement order you must first activate the feature by contacting greenscreen@millerslab.com. They will give you instructions on how to submit a test. (Note: this order type does not allow for proofing or hosting .)

Pre sell – The majority of our customers use this workflow. Generally order envelopes are sent home with the children prior to the shoot and they are instructed to return them prior to or the day of the shoot. After the envelopes are returned the children’s photographs are taken either by tethering and doing entry on site, capturing to your camera’s memory card and doing entry back at your studio, or using the Fuji S5 with the optional barcode scanner.

Spec Order – A “spec” or speculation order is an order in which you print the same package for every child that is photographed and send them home with the children in the hope that families will want to keep them and pay you.

To tether or not to tether? – Tethering can be used for both the pre edited proof, envelope proof, and pre sell options listed above though it is not necessary. Generally photographers who tether will; (A) Import data (B) Use a barcode scanner (C) Print barcode labels (D) Have an assistant on site to help with entry. Generally the workflow goes something like this:

Before shoot:

-Get student database from the school. This will need to be in the form of a csv (comma separated values) document at the time it is imported into our software. This csv must contain a first and last name as well as a student-id and any other information you require (teacher, grade, etc.). You can convert many formats to a csv using Microsoft excel.

-Import data into software.

-Print bar-coded labels using Avery 5160 labels. These can be sorted by grade, teacher, or alphabetical by school, which allows for a quicker search as the students are photographed.

At shoot (Pre Pay):

- Student comes up and hands assistant their order envelope and heads off to pose for their portrait.
- Assistant finds barcode label and attaches it to envelope.
- Assistant scans barcode (this brings up students data) and informs photographer they are ready for her\him to shoot.
- Photographer shoots image.
- If the shot is acceptable, assistant checks crop and enters package. Multiple shots may be taken by using the “new pose” button.
- Assistant advances to next record and goes back to step 1.

*Pre edited proof and envelope proofing orders follow the same procedure simply omitting the “enters package” Covered above.

S5 workflow

The optional barcode scanner for the S5 allows you to have the same workflow as someone who is tethered but you do not need the laptop and do not even necessarily need the assistant. The steps at the studio are similar to tethering. (there is a simple setup wizard so I will not go into specifics here)

-At the shoot – The S5 enables you to effectively shoot tethered without the need for a laptop. There is an optional barcode scanner which you can purchase that plugs directly into the camera. This enables you to scan in student ID numbers and packages. When you get back to the studio you simply auto match the student data to the images and your order is entered.

Import Photolynx

This feature allows for the importation of Camlynx, Imagematch, Quixi, or most other types of jobs that can generate a text file that has the data separated by comma, tab, or semicolon.

Section 2

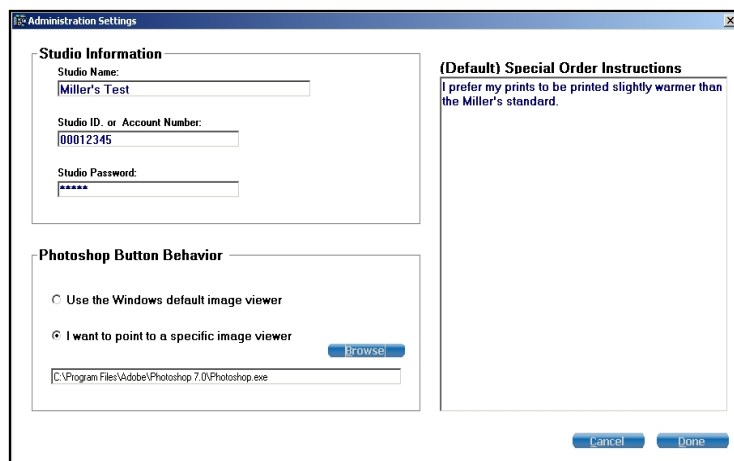
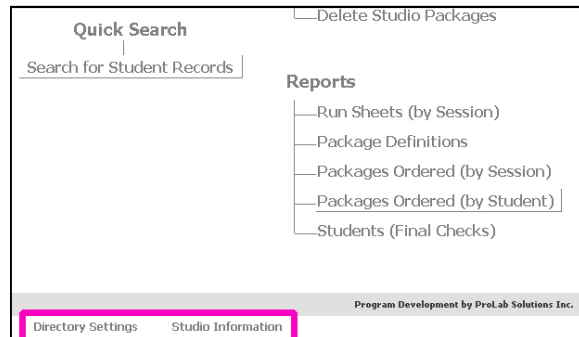
Getting started with Digital Undergrad

1. Set Up

Studio information – On this screen you will enter your account number, password, choose which image editor that you wish to use, and enter any special order instructions that you wish to appear on all of the orders which you create.

Directory Settings – The directory settings are for people who want to use a single set of databases in a networked environment. This allows you to access any order from any computer on your network that has the Undergrad software installed.

Should you network the software? – Networking the software is ideal in an environment in which you would like to have multiple entering orders at one time or in which you have a separate computer for customer service purposes and would like to have access to all of the orders on your system.

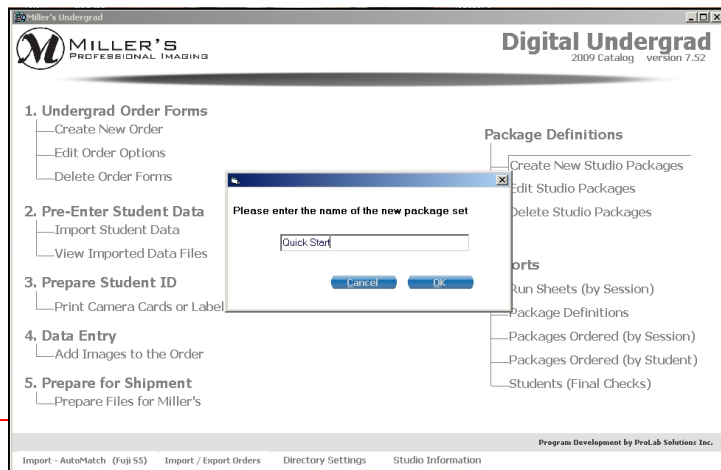


2. Create packages

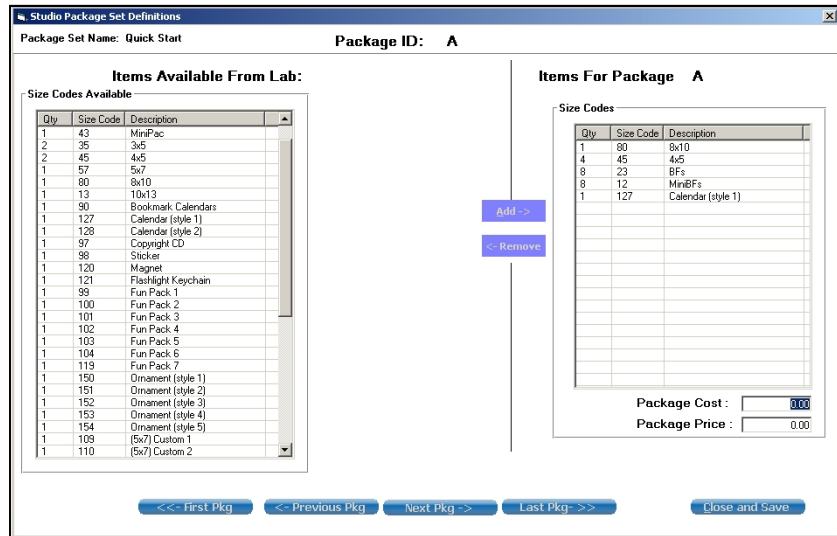
Name Package set – The name you choose should be descriptive, such as “West Highland High School”.

Import existing Package set? – since we are just getting started choose “No”

Create Packages - There is a grid with Print sizes on the left hand side of the screen, select the first print size you wish to add. Click the button which is labeled “Add”, this is located close to the grid on the right hand side of the screen. If you wish to add more than one of this item, click the button more than once. The print sizes and quantities will show up in the grid on the right hand side of the screen. You can then select the next item you'd like to add to this package and repeat the process. Once you've added all of the items which this package

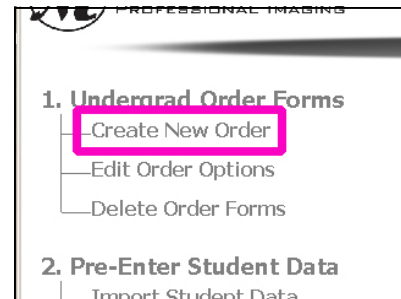


requires, click on the button marked “Next Package”. You have now successfully created and saved your “A” package. Repeat these same steps in order to create the rest of your packages. When you have entered all packages which you desire click on the “Close and Save” button.



3. Creating Order Form

Overview – This is the step where you set up the specific order which you would like to create. The types of orders and brief descriptions are listed below. After you choose your order type and you will be guided through the rest of the process by an order creation wizard.



Order types

Green Screen Package Order – This order type is the same as a Standard Undergrad Package Order with the addition of allowing you to choose a background replacement for your image. Contact greenscreen@millerslab.com to activate this option.

Standard Undergrad Package Order – This is the only type that 95% of photographers that use our lab ever use. This type of order is used when you are ready to order prints and/or service items.

Undergrad “Quick Entry” Order – This type is used when everyone photographed needs the same package. This is generally only used when service items are not needed. This type of order is commonly referred to as a spec order.

Undergrad Proofing Order – When placing a standard proofing order you do not need any information for the subjects. You will simply select a folder of images and prepare it for Miller’s in the software.

Undergrad Proofing Order (Pre Edited) – This order is used by studios who need to get service items with their proofs and/or would like to do their entry up front. The information for each subject will carry over to the “prints ordered from proofs” order. As with the standard proofing order you will receive a wallet sized proof.

Envelope Proofing Order (Pre Edited) - This type of order is the same as the pre entered proofing order mentioned above. The difference is that instead of a wallet sized proof you will receive an 8.5x11 order envelope, which has up to six images of each subject printed per envelope, as well as your package set, studio information, and the name, teacher, grade, and student ID number for the subject.

Packages From Proofs Order – This is the order type that is used when you are ready to order packages from a proofing order.

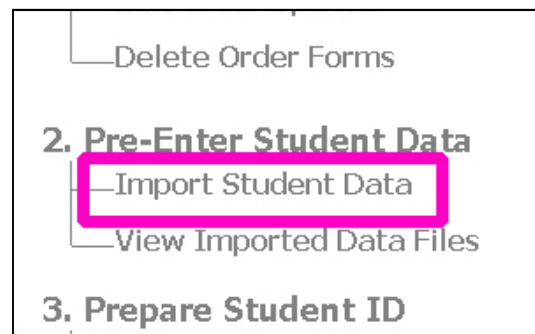
4. Student Data

****This is not a necessary step but is highly recommended****

(Data can be entered by hand if not imported)

Most of our customers are using the data import feature. The majority of schools can provide you with a file that has the information for all of the students in the school. They can export this list from most school administrative software. When importing data, our software requires the file to be in .csv or .txt format and to be delimited (this is an option when saving a file in Microsoft Excel and other spreadsheet software. So if the file that they provide can be opened by or imported into your spreadsheet software it can be converted into the correct format.)

The biggest advantage to importing data is the time it will save when you are entering an order. Instead of having to type in The Name, I.D., and any other information that you require for your records or for service items, you can either type or scan the subjects ID number and pull up the rest of their data or use the name pull down menus to pull up their information. As mentioned earlier, our software allows you to use barcode labels and a barcode scanner to further speed up the entry process.



Another advantage to importing data is that you will never misspell names or put a student in the wrong class.

Steps to import data

1. You must have a properly formatted text document. It must have the extension .txt or .csv. It can be laid out in a comma separated values format. The first image below shows a properly formatted document when it is opened

	A	B	C	D	E
1	First Name	Last Name	Student ID	Teacher	Grade
2	William	Kerns	1000	Mrs. Jones	First
3	Kelly	Eddleman	1001	Mrs. Jones	First
4	Kelly	Eddleman	1002	Mrs. Jones	First
5	Lisa	Perfetto	1003	Mrs. Jones	First
6	Ashley	LaDue	1004	Mrs. Jones	First
7	Mathew	Contini	1005	Mrs. Jones	First
8	Michael	Gaus	1006	Mrs. Jones	First
9	Jimmy	Taylor	1007	Mrs. Jones	First
10	Sara	Taylor	1008	Mrs. Jones	First
11	Katie	Lea	1009	Mrs. Jones	First
12	Chelsea	Kiger	1010	Mrs. Jones	First
13	Katie	Lea	1011	Mrs. Jones	First
14	Mazzie	Boorgeois	1012	Mrs. Jones	First
15	Mazzi	Bourgeois	1013	Mrs. Jones	First
16	Joshua	Lockart	1014	Mrs. Jones	First
17	Bridgette	Cale	1015	Mrs. Jones	First

```
File Edit Format View Help
First Name,Last Name,Student ID,Teacher,Grade
William,Kerns,1000,Mrs. Jones,First
Kelly,Eddleman,1001,Mrs. Jones,First
Kelly,Eddleman,1002,Mrs. Jones,First
Lisa,Perfetto,1003,Mrs. Jones,First
Ashley,LaDue,1004,Mrs. Jones,First
Mathew,Contini,1005,Mrs. Jones,First
Michael,Gaus,1006,Mrs. Jones,First
Jimmy,Taylor,1007,Mrs. Jones,First
Sara,Taylor,1008,Mrs. Jones,First
Katie,Lea,1009,Mrs. Jones,First
Chelsea,Kiger,1010,Mrs. Jones,First
Katie,Lea,1011,Mrs. Jones,First
Mazzie,Boorgeois,1012,Mrs. Jones,First
Mazzi,Bourgeois,1013,Mrs. Jones,First
Joshua,Lockart,1014,Mrs. Jones,First
```

in Excel.exe and the second shows the same csv opened in Notepad.exe (you are required to have the fields “Student ID”, “First Name”, and “Last Name”. All other fields are optional.

Choose the delimiter that separates your fields:

Comma Tab Semicolon Other:

Start import at row:

Field 1	Field 2	Field 3	Field 4	Field 5
ID #	Last Name	First Name	Grade	Teacher
PK001	Allred	Jared	PK	R Escobedo
PK004	Gonzalez	Iliana	PK	R Escobedo
PK005	Hunt	Rowen	PK	R Escobedo
PK008	Rivera	Maria	PK	R Escobedo
PK009	Rojas	Eli	PK	R Escobedo
PK014	Clark	Brian	PK	R Escobedo
PK015	McCallum	Adrian	PK	R Escobedo
PK016	Amaga	Erardo	PK	R Escobedo
PK017	McGaugh	Tristan	PK	R Escobedo
PK018	Madrid	Azarius	PK	R Escobedo
PK019	Gutierrez	Mateo	PK	R Escobedo
PK020	Johnson	Maxwell	PK	R Escobedo
PK021	Ruelaz	Maria	PK	R Escobedo
PK022	Pielius	Brenson	PK	R Escobedo
0K001	Blackburn	Joelree	K	J Durkin
0K003	Hernandez	Alayana	K	J Scott
0K005	Malo	Cole	K	S Schneider
0K006	Gutierrez	Aiden	K	V Silva
0K007	Padilla	Analeycce	K	V Silva
0K008	Abner	Skyler	K	V Silva
0K009	Cohn	Balder	K	V Silva
0K010	Grant	Aidan	K	J Chavez
0K011	Grandino	Makiah	K	J Durkin

Cancel < Back Next >

2. After selecting “Import Student Data” and selecting the file that you wish to import, the following screen which is shown at the top of the next page will appear:

You can specify information about each of the fields you are importing. Click on the column header you wish to modify and map it to one of the available choices.

Field Options

Column Chosen: None Chosen Map To:

Do not import field (Skip)

Field 1	LastName	FirstName	Class	Teacher
ID #	Last Name	First Name	Grade	Teacher
PK001	Allred	Jared	PK	R Escobedo
PK004	Gonzalez	Iliana	PK	R Escobedo
PK005	Hunt	Rowen	PK	R Escobedo
PK008	Rivera	Maria	PK	R Escobedo
PK009	Rojas	Eli	PK	R Escobedo
PK014	Clark	Brian	PK	R Escobedo
PK015	McCallum	Adrian	PK	R Escobedo
PK016	Amaga	Erardo	PK	R Escobedo
PK017	McGaugh	Tristan	PK	R Escobedo
PK018	Madrid	Azarius	PK	R Escobedo
PK019	Gutierrez	Mateo	PK	R Escobedo
PK020	Johnson	Maxwell	PK	R Escobedo
PK021	Ruelaz	Maria	PK	R Escobedo
PK022	Pielius	Brenson	PK	R Escobedo
0K001	Blackburn	Joelree	K	J Durkin
0K003	Hernandez	Alayana	K	J Scott
0K005	Malo	Cole	K	S Schneider
0K006	Gutierrez	Aiden	K	V Silva
0K007	Padilla	Analeycce	K	V Silva
0K008	Abner	Skyler	K	V Silva
0K009	Cohn	Balder	K	V Silva

Cancel < Back Next >

1. If the first row of your data contains field names (the example shown here does) you would type “2” into the “Start import at Row:” field. Select the “Next Button”.

3. The next screen (to the left) is where you assign your fields. If your field names match the fields in the software they will automap. If they do not, click on the header of the column which you’d like to assign (it will say “Field 1”, “Field 2”, etc.) and then use the pulldown list next to “Map To” to assign the field. You must do this for each column that you wish to assign.

Text Qualifier: Map To:

Do not import field (Skip)

FirstName	LastName	StudentID	Teacher	Class
First Name	Last Name	Student ID	Teacher	Grade
William	Kerns	1000	Mrs. Jones	First
Kelly	Eddleman	1001	Mrs. Jones	First
Kelly	Eddleman	1002	Mrs. Jones	First
Lisa	Perfetto	1003	Mrs. Jones	First
Ashley	LaDue	1004	Mrs. Jones	First

You are required to assign Student ID, First Name, and Last Name. Be sure to double check the mapping.

Section 3

4. After assigning the columns the headers will change from “Field 1”, “Field 2”, etc. to the value you have assigned them (as seen in the illustration below). If you have mapped fields properly, you will be informed that your import is complete upon selecting the “next” button.

Tips for Adding Images

Required Fields – When Adding images to the order (with the exception of Standard proofing and Quick Entry orders) You are required to provide; a first name, a last name, and a student ID number (*if you are entering the information by hand and do not need the student ID number for any service that you have ordered, you can auto generate the student ID. This option is found on the Create New Order and the Edit Order Options screen*). You also have the option of providing additional data such as teacher and grade.


Consistency – When entering information such as teacher and grade it is important to be consistent in regards to spelling and format. If you have the same teacher entered as Mrs. Smith, Smith, and Ms. Smith, the software will treat this as three teachers. This means that your prints would not be sorted correctly (if you choose to sort prints by teacher when preparing the order for Millers) and that any service items that you order would be incorrect.

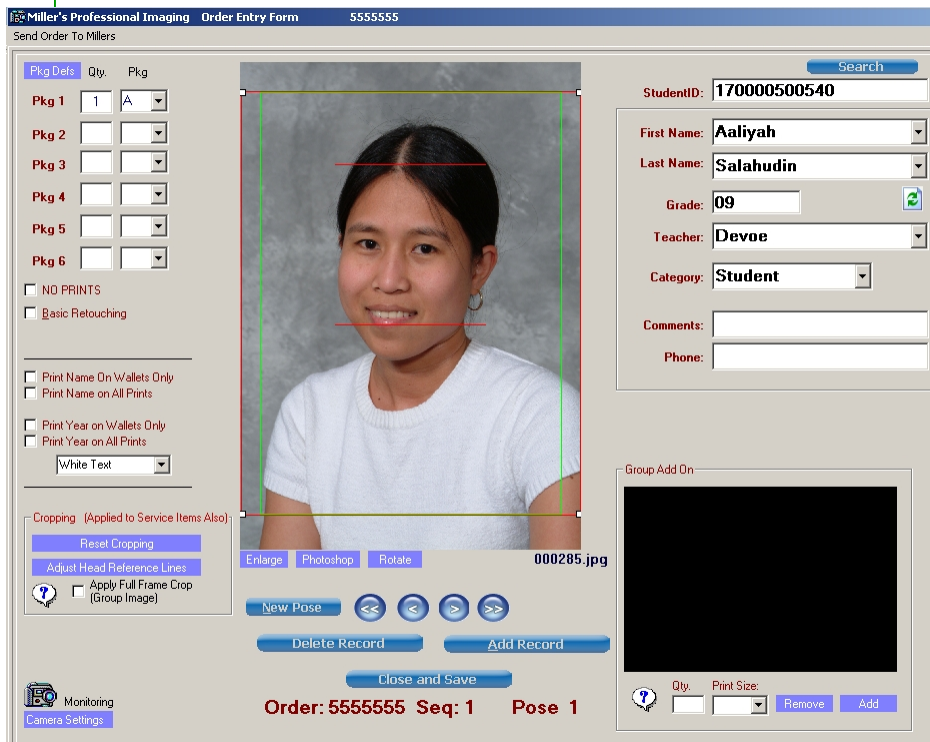
Packages – In addition to the required data fields you are required to enter a package for each image or check the “no prints” box. You can select up to six packages for each image.

Other options – You can also order options such as, basic retouching, name and/or year on wallets or all prints, or attach a group image to the subject’s package.

Image and cropping – You are responsible for cropping in our software. When the image comes up in the light table you will see a red box with two green bars running vertically near each side. The red lines denote where an

8x10 will crop and the green lines are for a 5x7.

To the left is an example of a properly entered record. After filling out this information and selecting  your image click on the right arrow button (pictured to the right). This will save this record.



Miller's Professional Imaging Order Entry Form 5555555

Send Order To Millers

Pkg Dets Qty. Pkg

Pkg 1 1 A

Pkg 2

Pkg 3

Pkg 4

Pkg 5

Pkg 6

NO PRINTS

Basic Retouching

Print Name on Wallets Only

Print Name on All Prints

Print Year on Wallets Only

Print Year on All Prints

White Text

Cropping (Applied to Service Items Also)

Reset Cropping

Adjust Head Reference Lines

Apply Full Frame Crop (Group Image)

Enlarge Photoshop Rotate 000285.jpg

New Pose

Delete Record Add Record

Close and Save

Order: 5555555 Seq: 1 Pose 1

Monitoring Camera Settings

Search

StudentID: 170000500540

First Name: Aaliyah

Last Name: Salahudin

Grade: 09

Teacher: Devoe

Category: Student

Comments:

Phone:

Group Add On

Qty: Print Size: Remove Add

Entering a package order

This section assumes that you have imported data, if you have not, simply follow these steps and ignore step six.

1. Click the “Add Images to Order” button.
2. Choose order and click “OK”.
3. Click the Image Selection tab in the upper right hand corner and choose folder of images.
4. Double click the first image that you wish to add to the order.
5. Check crop in the light box. The red box is where an 8x10 will crop, the green is where a 5x7 will crop. To adjust crop click on the light box and white boxes will appear in the corners. Click on these and drag them to the desired crop. The two lines horizontal red lines in the middle are head reference lines. These can be ignored if you are entering an order in which consistent head size is not important. You can adjust these lines by clicking the “Adjust head reference lines” button and dragging the lines to the desired position. Be sure to click on the same button when you are finished adjusting.
6. You can bring up student information in one of three ways. (A.) use the pull down menus in the first and last name fields to choose the subjects name. (B.) Make sure that the cursor is in the student ID field and scan the barcode label, which you would have printed earlier in the software. (C.) Type in the student ID and hit enter. Any records for which you have not imported data may be entered manually.
7. It is time to enter your package information. In the upper right hand corner, you may enter up to six packages and their quantities. If this record does not need prints, you may choose “No Prints” or “No Prints just service items” (Whichever option appears). Below the package entry area there are several print enhancement options. Check the box next to any of these that you wish to order.
8. If you wish to have a group shot or a sheet of tattoos stuffed into this students envelope click on the add button in the group add on area. Choose the image that you wish to use. Select print size and quantity.
9. If you wish to add multiple poses for this subject, click “New Pose” and select the image and package options that you desire. When finished with this subject, click on the single right arrow to save this record and advance to the next pose.

When you are finished entering images click on “Close and Save” button.

3. Prepare Student ID

Print Camera Cards or Labels

4. Data Entry

Add Images to the Order

5. Prepare for Shipment

Prepare Files for Miller's

Import - AutoMatch (Fuji 55) Import / Export Ord

Entering a Pre-entry Proof or Envelope Proof Order

Follow the same steps as the package order, omitting the package selection step.

Entering Standard Proof Order

When you create a standard proofing order, you will be guided through an order entry wizard. No additional entry is required.

Entering a Package from Proofs Order

This section is for orders created from a "standard" proofing order. On orders created from Pre-edited or Envelope Proofing orders, the entry is already done and you will simply need to scroll through the (package from proof) order and add package information.

Most of the steps are the same as the package order. The only difference is that you can type or scan in the image name (from his/her proof) and this will bring up the subjects image in the light box. You may choose images from the image selection window and add them to the order as well.

Entering a Quick Entry order

1. Click on the "Add Images to Order" button.
2. Choose order and click "OK".
3. Click on the Image Selection tab in the upper right hand corner and choose folder of images.
4. Choose the package(s) and options that you wish to add.
5. Single click the first image that you wish to add to the order (It should not appear in the light box).
6. Click "Add All" (lower right hand corner).
7. This will add all of the images in the folder of images to the order. You can then scroll through the order and check the crop.

When you are finished click the "Close and Save" button.

Tethering

1. To use this option you must have your camera's software place the images into the tethering hot-folder, by default, this is "C:\Tether\Hot".
2. On the "Add Images to the Order" screen there is a button titled "Camera Settings" in the lower right hand corner. Click this button and toggle the selection to "On".
3. Unless you need to change any of the default settings, (you should never have to do this) click "Done".
4. When an image appears in the hot-folder, it will pop up in the light box.
5. When you click the single right arrow or "New Pose" the image will be moved to "C:\Millers Undergrad Camera Files".

If you take another shot before clicking the single right arrow or "New Pose", the image will be overwritten.

Section 4

Getting your order to Miller's

Upload or on disk – Some orders that you create are very large and some are just a few files. In order to speed up the ordering process for your smaller orders we offer the option of uploading your order directly to our servers. The obvious advantage to this is that if your upload gets to us before 3:00 P.M. we begin working on it that day. In addition to quicker turn around there is a time savings in that you do not have to burn the orders to disk and you do not have to pay for shipping the order to us.

On the other hand there are orders that, depending on your internet connection, are large enough that it would take days to upload. We have also found that many internet service providers stop you from doing large uploads by interrupting the flow of data momentarily. We allow orders up to 2GB to be uploaded, however, this may prove to be too large to be practical due to your internet provider.

Disk options and instructions—When sending an order in on disk you have two options a CD or a DVD.

When you prepare an order on CD the software will zip the order up and break the order into CD sized pieces. So if you have an order that you have given the order number “1234567” and it is too large to fit on one CD, the software will make files 1234567.zip, 1234567.z02, 1234567.z03, 1234567.z04, etc. These will each need to be burned to their own disk. If your order can fit on one disk, the software will only create 1234567.zip.

When you create an order to be sent in on DVD the software does not create a zip file, it creates a folder with images and various database and text files. The entire folder and all of its contents needs to be burned to the DVD. If there are too many files to fit on one DVD you will need to distribute the files within the folder to as many DVDs as it takes.

5. Prepare for Shipment
└─Prepare Files for Miller's

Revised 09/07/2012