

Photosuite 'LITE' (QR Workflow)

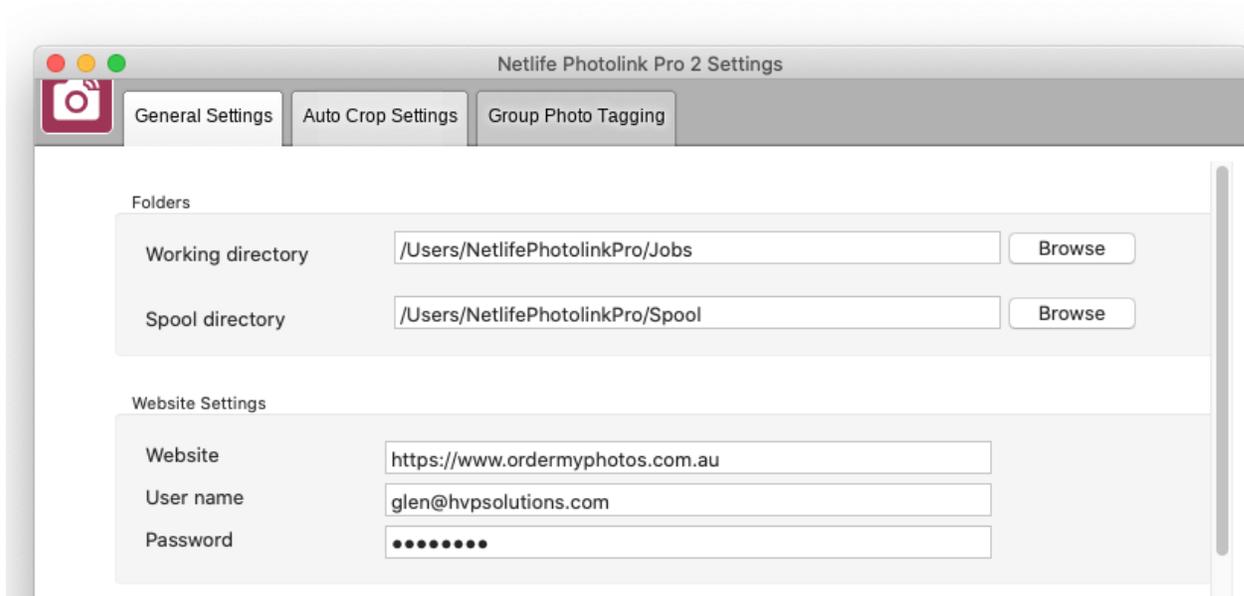
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PHOTOLINK SET-UP

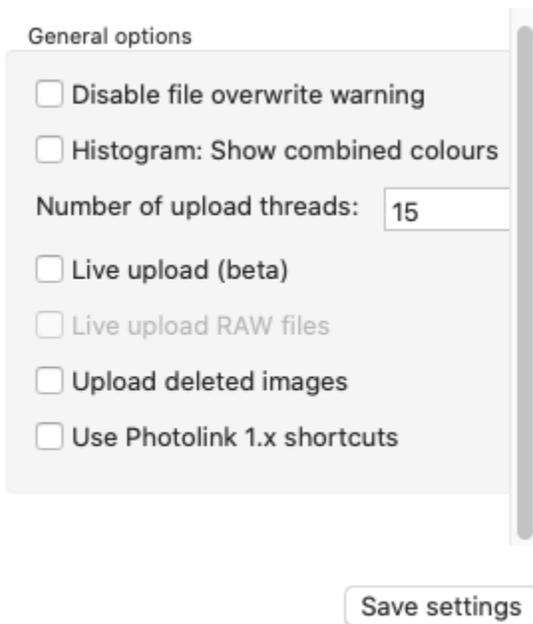
Open Photolink Pro - Go to the 'NetlifePhotolinkPro' menu and select Preferences/Settings

When Netlife installs, it creates two folders, Jobs & Spool - You can change the location if you like.

The 'Website Settings', website, username and password have been sent to you via email, please fill them in correctly. You only need to do this once

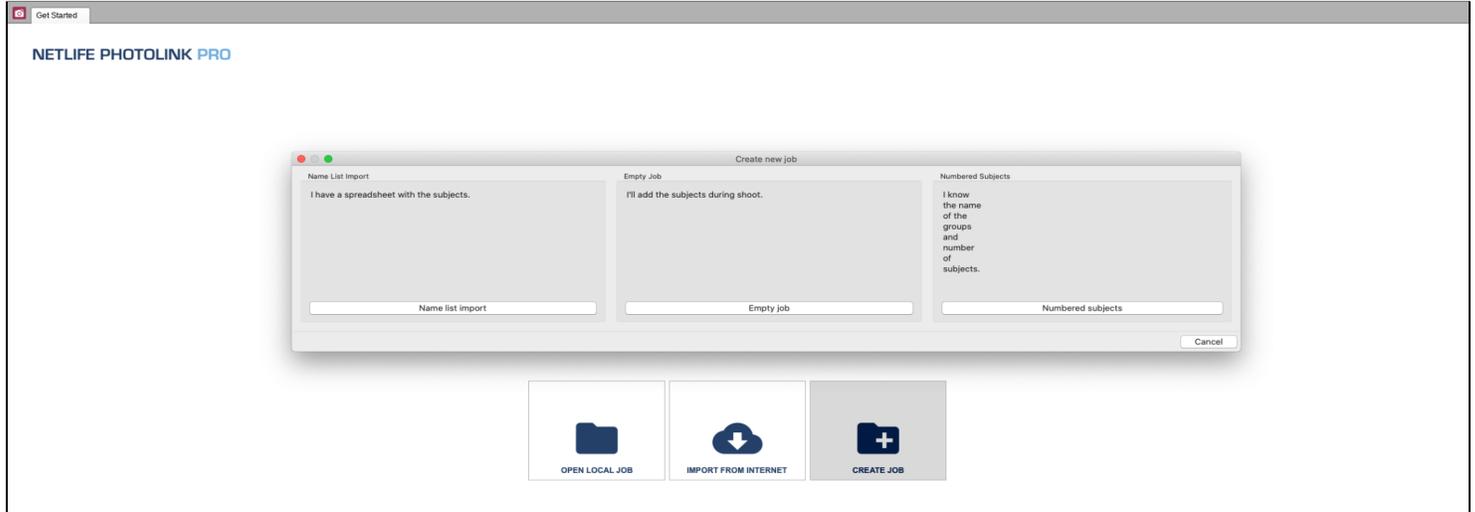


Scroll down the settings until 'General Options' - If you have a fast upload connection we suggest to change this to between 15 - 20 Click 'Save Settings'

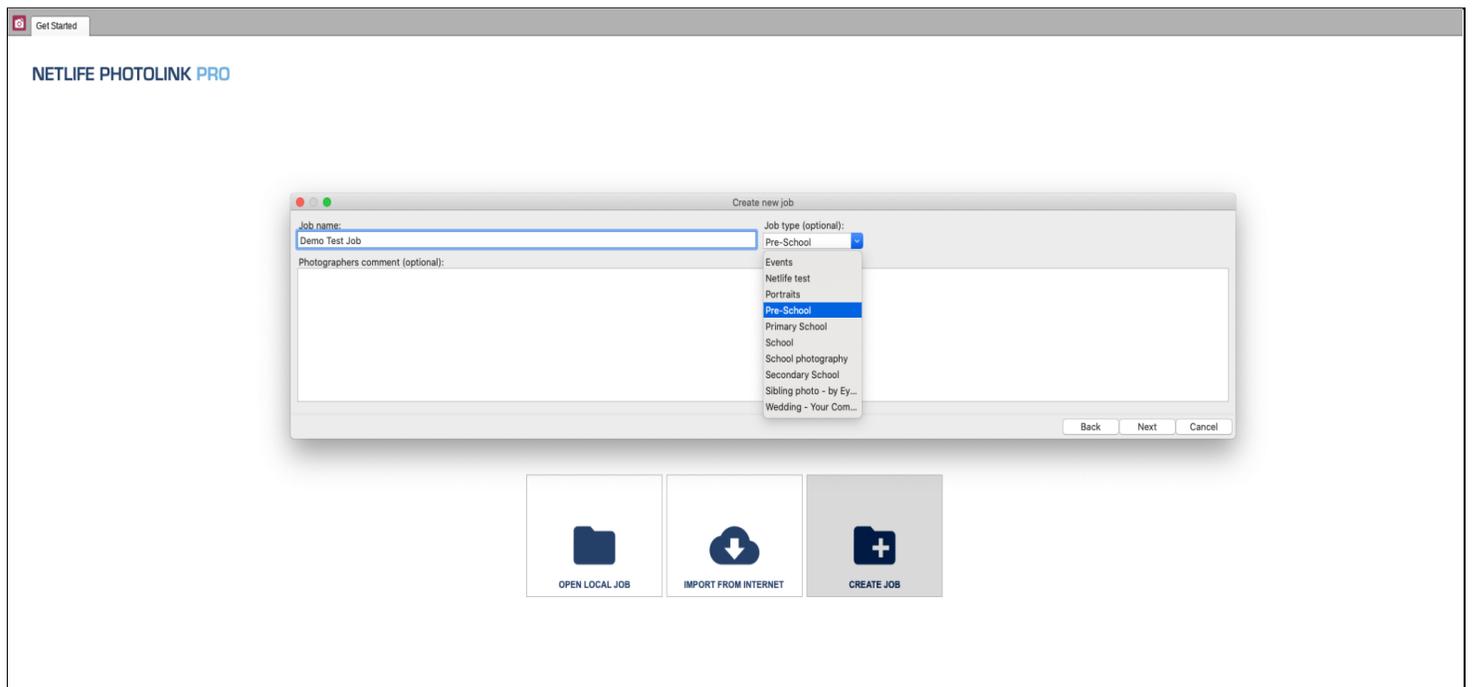


CREATING A JOB

Select 'Create Job' and then 'List Import'



Type the name of your job (Name of school/club/preschool) and select the JOB TYPE - 'Job type's hold the price lists, packages and communication relevant to the specific 'job type' - Think of a job type as a 'Preset' Click 'Next'

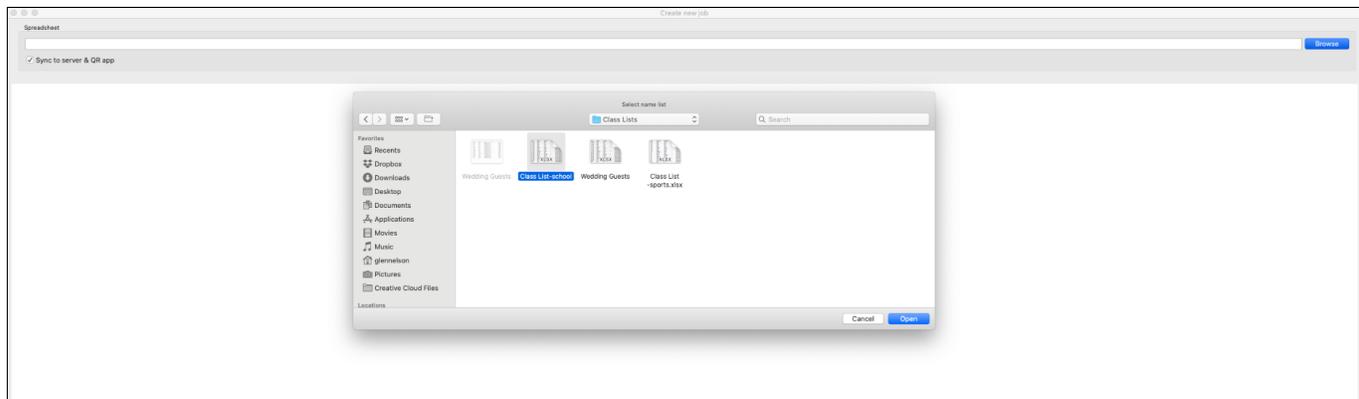


IMPORTING DATA

Prepare your data to resemble this example below - The ‘cleaner’ your data is, the smoother your job will be! If you are unable to obtain the parent email & mobile from the job, then use the ‘Pre Registration’ forms that have been emailed to you - Print and send to the job two weeks prior to the photoshoot day. Note that staff are also added

Group	Last Name	First Name	Personal ID	Parents Email (DA1 Email)	Parents Mobile (DA1 Mobile)	Role
1A - 2020	Capon	Martin	11368	demo1@hvpsolutions.com	0422111111	
1A - 2020	Bonar	Oscar	16118	demo2@hvpsolutions.com	0422111111	
1A - 2020	Friend	Alice	17346	demo3@hvpsolutions.com	0422111111	
1A - 2020	Nelson	Amber	10371	demo4@hvpsolutions.com	0422111111	
1A - 2020	Dixon	Amy	10046	demo5@hvpsolutions.com	0422111111	
1A - 2020	Smart	Anna	12489	demo6@hvpsolutions.com	0422111111	
1A - 2020	Pownall	Brianna	13002	demo7@hvpsolutions.com	0422111111	
1A - 2020	Slabbert	Britney	13394	demo8@hvpsolutions.com	0422111111	
1A - 2020	Wilson	Christina	10685	demo9@hvpsolutions.com	0422111111	
1A - 2020	Turner	Erica	13003	demo10@hvpsolutions.com	0422111111	
1A - 2020	Watkins	Renee	11670	demo11@hvpsolutions.com	0422111111	
1A - 2020	McAnnalley	Rhiana	11368	demo12@hvpsolutions.com	0422111111	
2B - 2020	Dominick	Rose	16118	demo13@hvpsolutions.com	0422111111	
2B - 2020	Clarke	Ruby	17346	demo14@hvpsolutions.com	0422111111	
2B - 2020	Beckman	Samantha	10371	demo15@hvpsolutions.com	0422111111	
2B - 2020	Feary	Samantha	10046	demo16@hvpsolutions.com	0422111111	
2B - 2020	McDonald	Sofia	12489	demo17@hvpsolutions.com	0422111111	
2B - 2020	Neville	Stacey	13002	demo18@hvpsolutions.com	0422111111	
2B - 2020	Thompson	Summer	13394	demo19@hvpsolutions.com	0422111111	
2B - 2020	Gooding	Amber	10685	demo20@hvpsolutions.com	0422111111	
2B - 2020	Hefer	Brittany	13003	demo21@hvpsolutions.com	0422111111	
2B - 2020	Low	Brooke	11670	demo22@hvpsolutions.com	0422111111	
STAFF	Blogs	Jo	116430	demo23@hvpsolutions.com		STAFF
STAFF	Curry	Jim	116756	demo24@hvpsolutions.com		STAFF

Browse for your subject data, select and click ‘OK’



Drag the appropriate Tags to appropriate columns 'Drag Here'

SUBJECT TAGS

- Name
- First Name
- Last Name
- Group
- Extern ID
- Role
- Data 1
- Data 2
- Extern ID 2
- It's Me ID
- Personal ID
- Birth Date
- Address
- Postal Code
- City
- State
- Email
- Mobile
- Sub Group 1
- Sub Group 2
- Sub Group 3
- Sub Group 4
- Sub Group 5
- Sub Group 6

CODE DELIVERY TAGS

- D1 Email
- D1 Mobile
- D1 Name
- D1 First Name
- D1 Last Name
- D1 Address
- D1 Postal Code
- D2 Email
- D2 Mobile
- D2 Name
- D2 First Name
- D2 Last Name
- D2 Address
- D2 Postal Code
- Extra Email
- Extra Mobile
- Comment
- D1 City
- D1 State
- D2 City
- D2 State

IMPORTED SHEET

Group	Last Name	First Name	Personal ID	Parents Email (D1 Email)	Parents Mobile (D1 Mobile)	Role
1A - 2020	Capon	Martin	11368	demo1@hvsolutions.com	042211111	
1A - 2020	Bonar	Oscar	16118	demo2@hvsolutions.com	042211111	
1A - 2020	Friend	Alice	17346	demo3@hvsolutions.com	042211111	
1A - 2020	Nelson	Amber	10371	demo4@hvsolutions.com	042211111	
1A - 2020	Dixon	Amy	10046	demo5@hvsolutions.com	042211111	
1A - 2020	Smart	Anna	12489	demo6@hvsolutions.com	042211111	
1A - 2020	Pownall	Brianna	13002	demo7@hvsolutions.com	042211111	
1A - 2020	Slabbert	Britney	13394	demo8@hvsolutions.com	042211111	
1A - 2020	Wilson	Christina	10685	demo9@hvsolutions.com	042211111	
1A - 2020	Turner	Erica	13003	demo10@hvsolutions.com	042211111	
1A - 2020	Watkins	Renae	19170	demo11@hvsolutions.com	042211111	
1A - 2020	McAmalley	Rhonda	11368	demo12@hvsolutions.com	042211111	
2B - 2020	Dominick	Rose	16118	demo13@hvsolutions.com	042211111	
2B - 2020	Clarke	Ruby	17346	demo14@hvsolutions.com	042211111	
2B - 2020	Beckman	Samantha	10371	demo15@hvsolutions.com	042211111	
2B - 2020	Feary	Samantha	10046	demo16@hvsolutions.com	042211111	
2B - 2020	McDonald	Sofia	12489	demo17@hvsolutions.com	042211111	
2B - 2020	Neville	Stacey	13002	demo18@hvsolutions.com	042211111	
2B - 2020	Thompson	Summer	13394	demo19@hvsolutions.com	042211111	
2B - 2020	Gooding	Amber	10685	demo20@hvsolutions.com	042211111	
2B - 2020	Halter	Brittany	13003	demo21@hvsolutions.com	042211111	
2B - 2020	Law	Brooke	19170	demo22@hvsolutions.com	042211111	
STAFF	Blings	Jo	116430	demo23@hvsolutions.com		STAFF
STAFF	Curry	Jim	116756	demo24@hvsolutions.com		STAFF

It should look like this after you have tagged the columns (Click 'OK')
(Ensure the 'Sync to server & QR app' checkbox is ticked)

SUBJECT TAGS

- Name
- Extern ID
- Birth Date
- Data 1
- Data 2
- Extern ID 2
- It's Me ID
- Address
- Postal Code
- City
- State
- Email
- Mobile
- Sub Group 1
- Sub Group 2
- Sub Group 3
- Sub Group 4
- Sub Group 5
- Sub Group 6

CODE DELIVERY TAGS

- D1 Name
- D1 First Name
- D1 Last Name
- D1 Address
- D1 Postal Code
- D2 Email
- D2 Mobile
- D2 Name
- D2 First Name
- D2 Last Name
- D2 Address
- D2 Postal Code
- Extra Email
- Extra Mobile
- Comment
- D1 City
- D1 State
- D2 City
- D2 State

IMPORTED SHEET

Group	Last Name	First Name	Personal ID	D1 Email	D1 Mobile	Role
Group	Last Name	First Name	Personal ID	Parents Email (D1 Email)	Parents Mobile (D1 Mobile)	Role
1A - 2020	Capon	Martin	11368	demo1@hvsolutions.com	042211111	
1A - 2020	Bonar	Oscar	16118	demo2@hvsolutions.com	042211111	
1A - 2020	Friend	Alice	17346	demo3@hvsolutions.com	042211111	
1A - 2020	Nelson	Amber	10371	demo4@hvsolutions.com	042211111	
1A - 2020	Dixon	Amy	10046	demo5@hvsolutions.com	042211111	
1A - 2020	Smart	Anna	12489	demo6@hvsolutions.com	042211111	
1A - 2020	Pownall	Brianna	13002	demo7@hvsolutions.com	042211111	

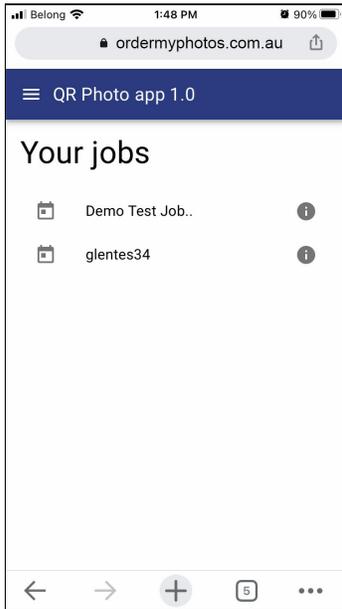
QR APP - Onsite

Using the QR app on your mobile device -

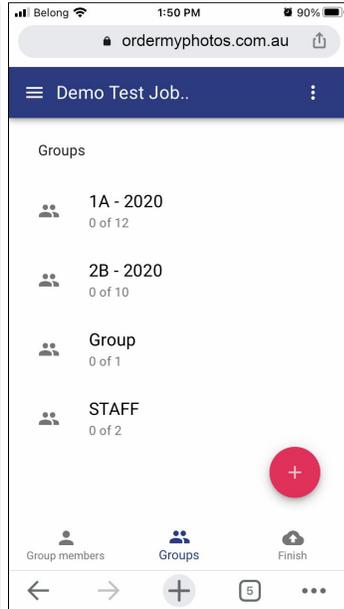
Go to www.ordermyphotos.com.au/qrphoto

Login with your photographer details that we have sent you (Same As Photolink Setup details):

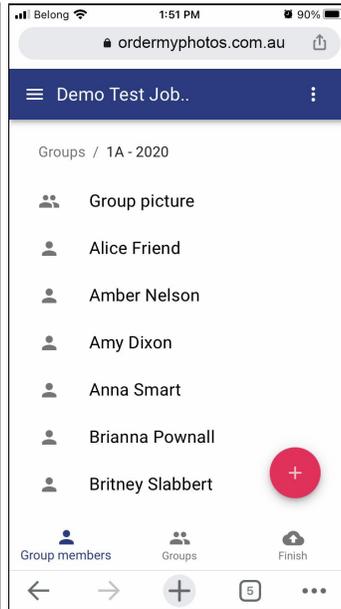
1. Select Job



2. Select Group



3. Select Subject



4. Photograph QR code



QR Code Best Practice

Ensure that your camera uses file naming sequence starting from 1000

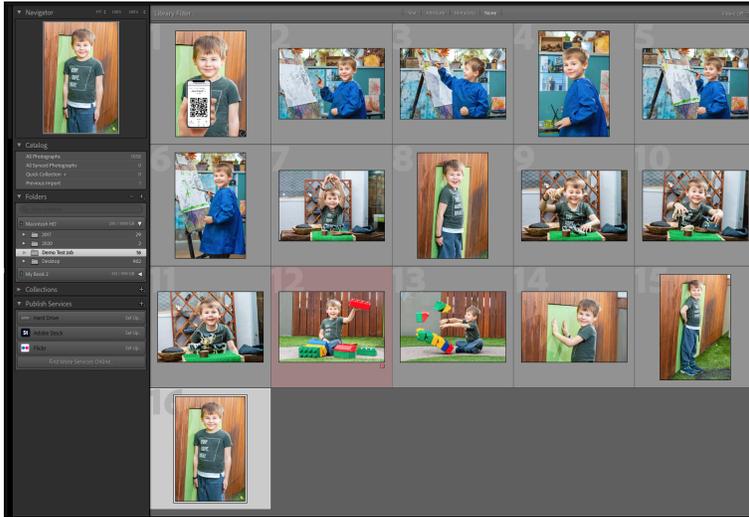
Place the QR code under the chin of the subject making sure the QR code is in focus and exposed correctly and take the photograph as the example below shows.

Make sure that the size of the QR code takes at least 20% of the image. Then photograph the subject as you require with one or multiple photographs. Select the the next subject from the QR app and repeat the process for each subject

Siblings - If you photograph siblings together - Use the 'older child's QR code'

POST SHOOT

There are a couple of different ways of working, however the following process works well for smaller operators



Import images into your favourite editing software such as Lightroom (example below) and edit and ‘cull’ your photos making sure that the first image of the subject is the image of the QR code. You would of course have all your photographs from the job here.

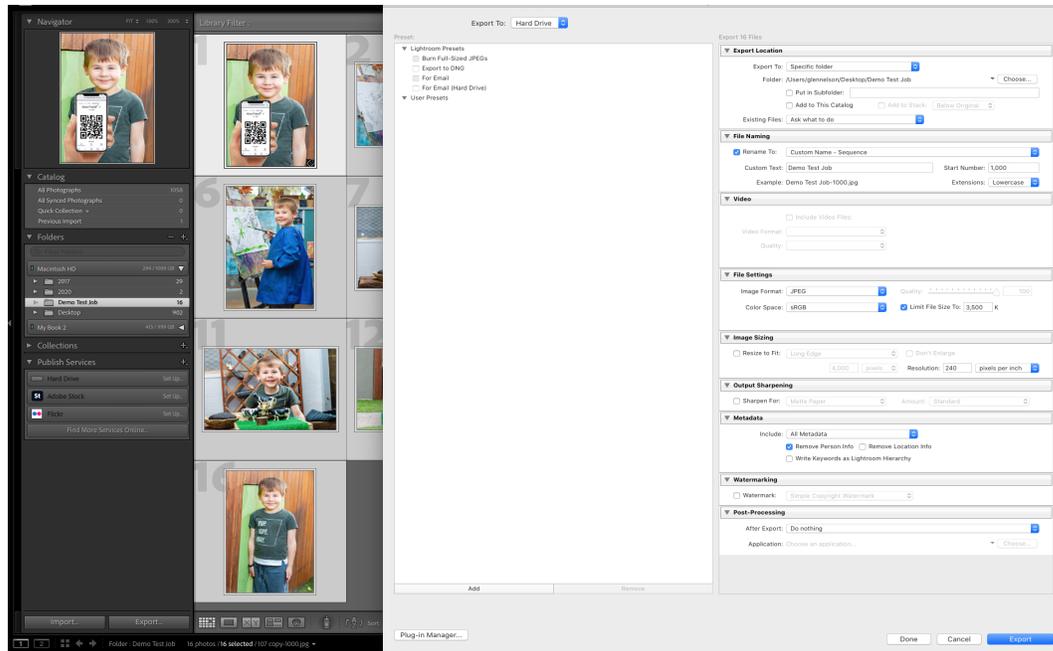
Export All Images - Take note of the settings

Export Location - Choose a Location

File Naming - Custom Name-Sequence - Start Number @ 1000

File Settings - JPEG - Limit File Size To 3,500 K

Color Space - SRGB

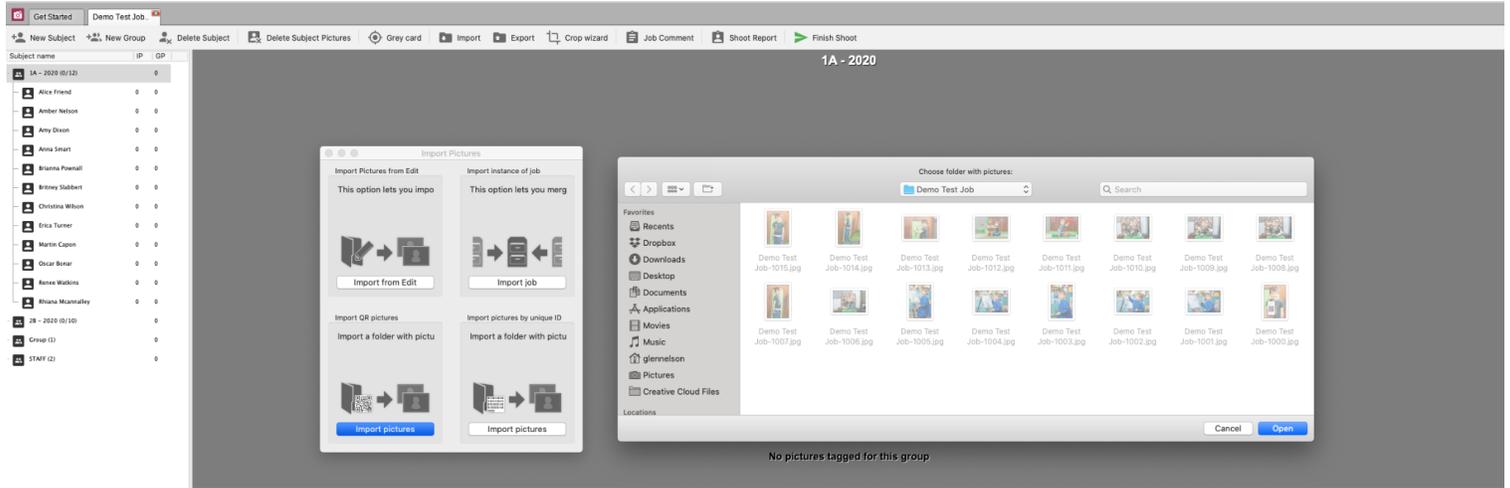


IMPORT IMAGES IN PHOTOLINK

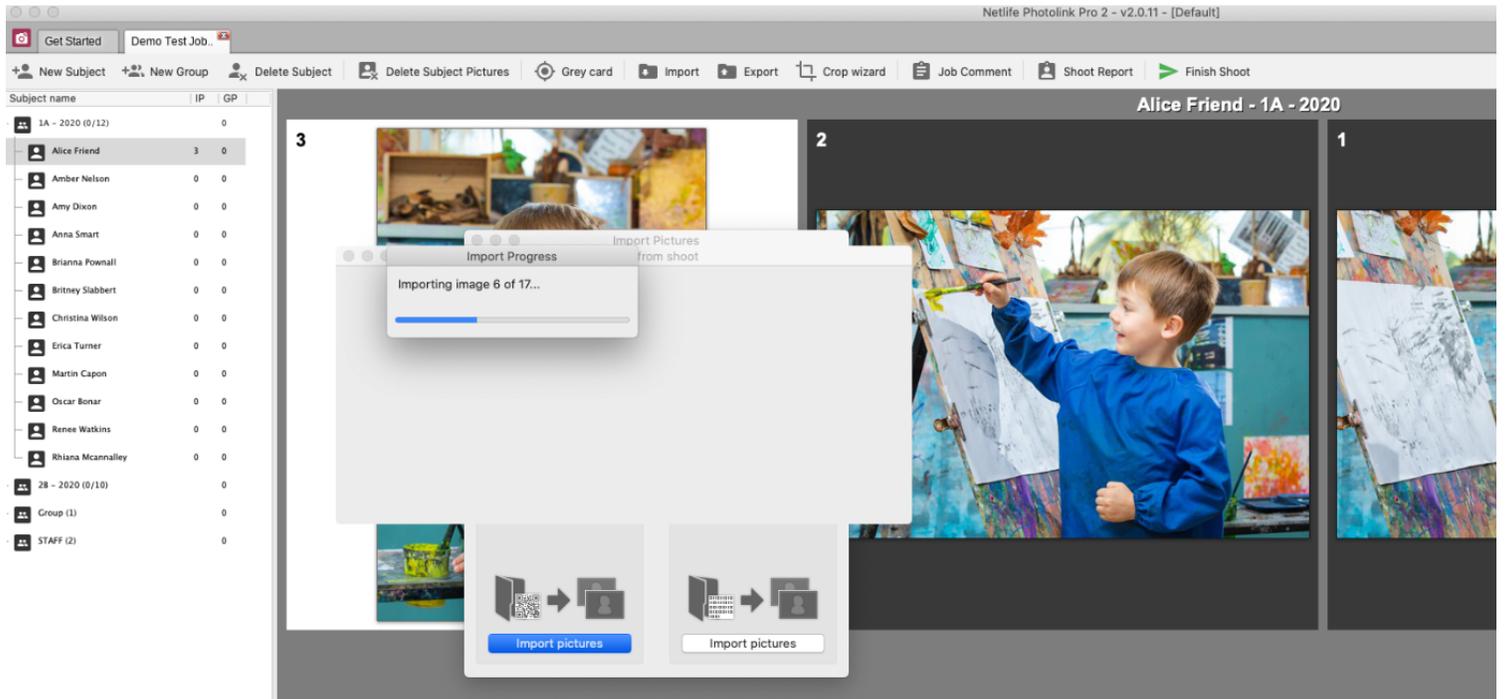
Open Photolink and Select 'Import' from the top menu

Select 'Import QR Pictures'

Locate the files that you exported from lightroom and 'Open'

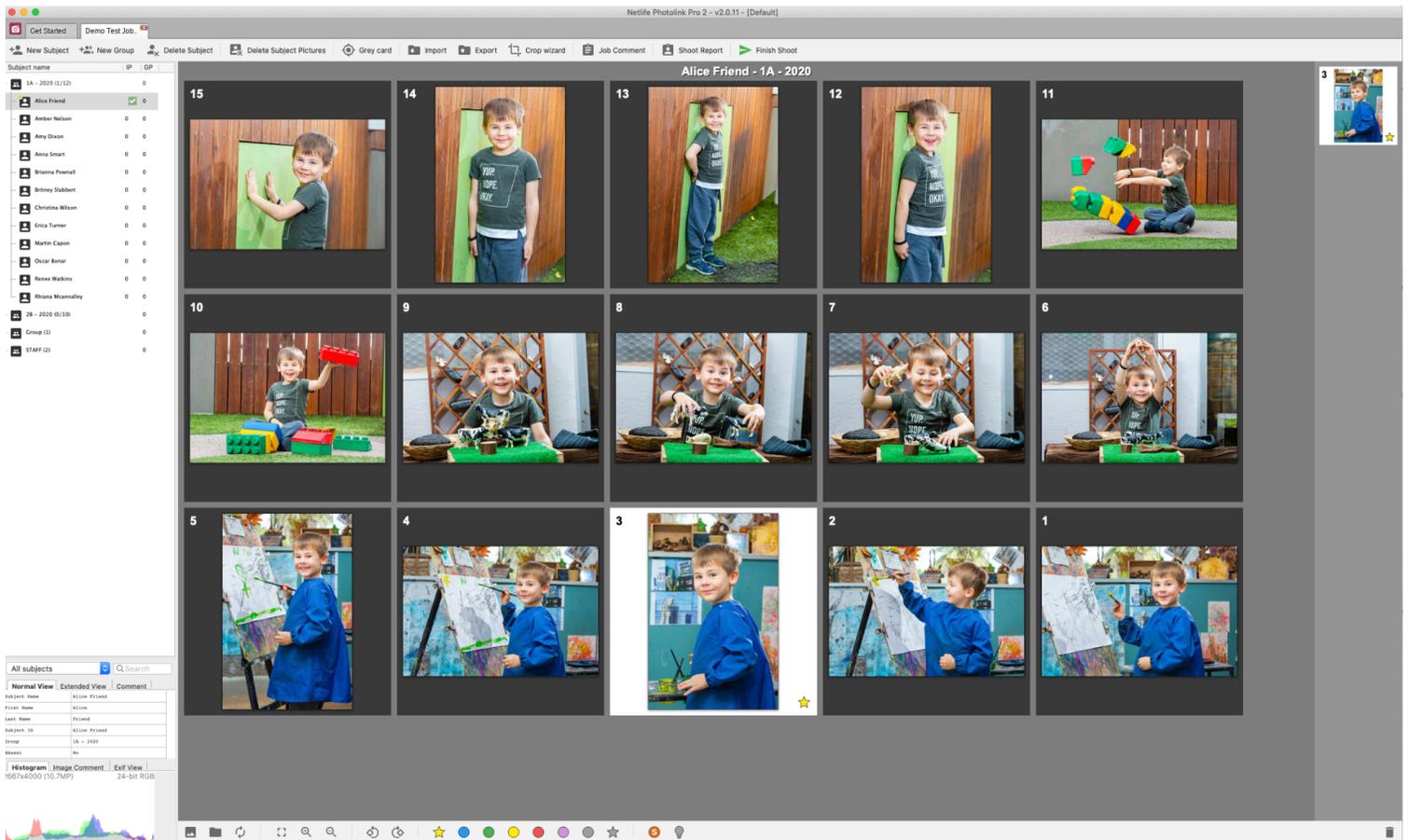


PhotoLink will automatically match the images to the correct subject



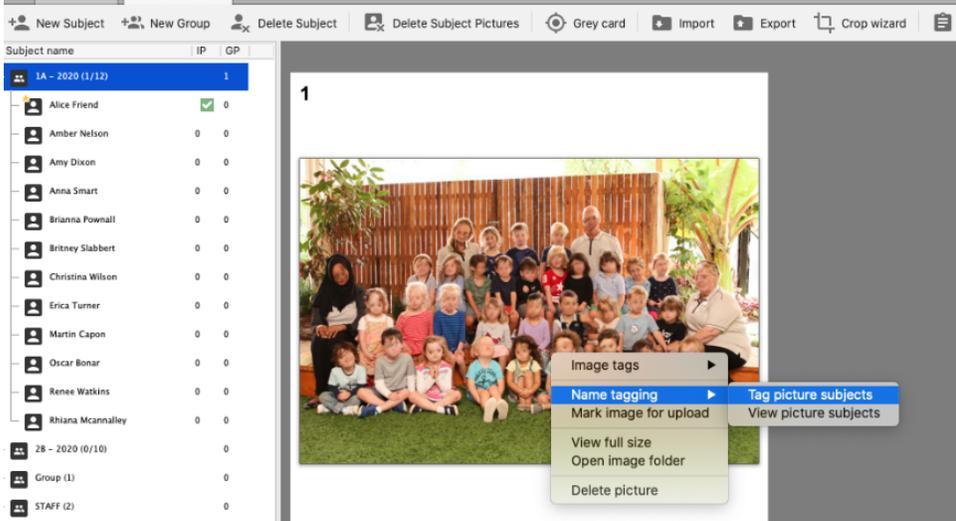
QAS (Quality Assurance Steps)

1. Go through **each subject** and Tag a 'Favourite' by clicking on the image and either pressing the 1 key on your keyboard or the click the 'gold star' at the bottom of the screen (Favorite must be a Portrait (vertical) - **NOT** Landscape (Horizontal) image).
2. If you have sibling photos, Tag the favourite sibling photo RED
3. Ensure that each subject has roughly the same amount of images (if not exact amount)
4. Ensure that you do not see multiple subjects images under one subject name
5. If a subject is absent (no individual photos) right click on the subjects name & 'Mark As Absent' - Communication will not be sent to subjects marked as 'Absent'

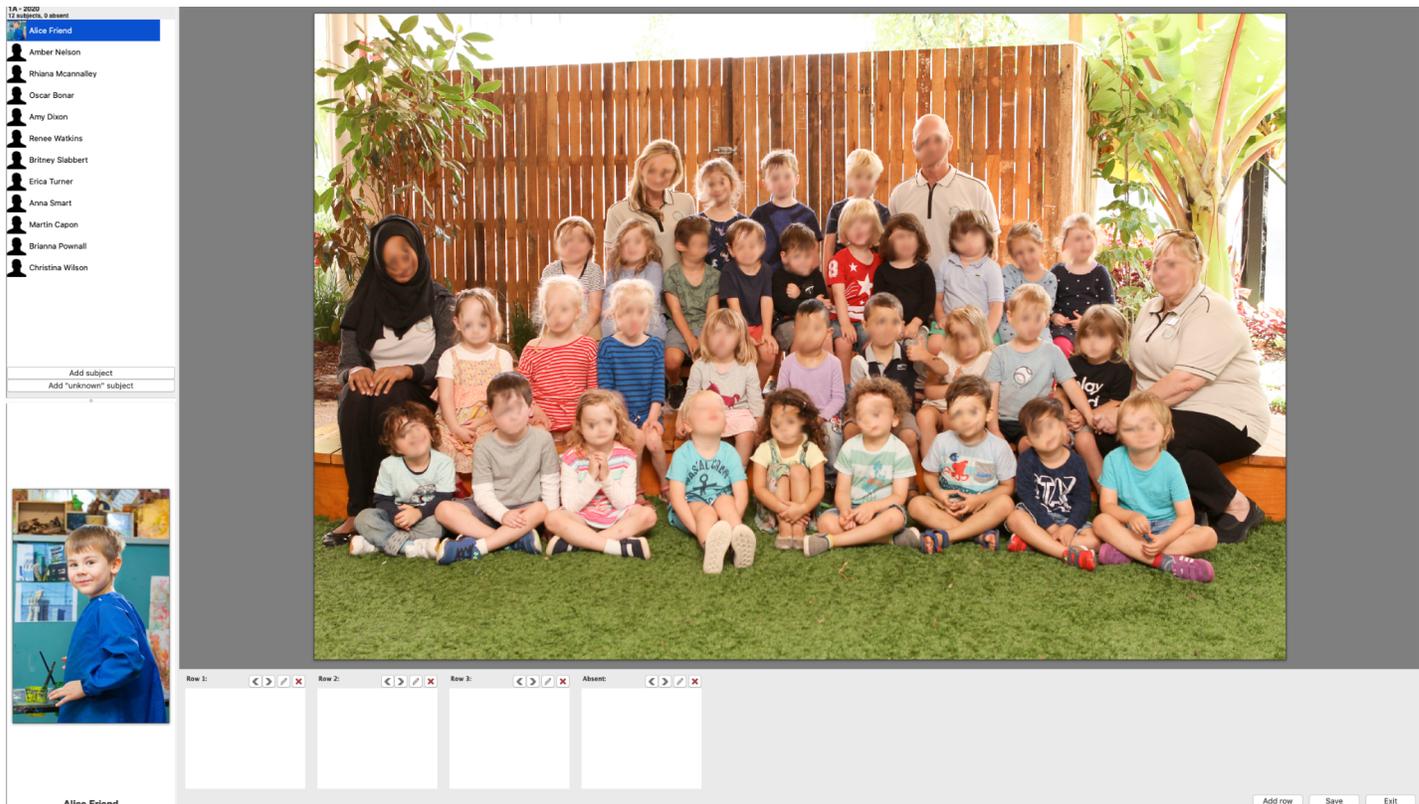


GROUP PHOTO SUBJECT TAGGING (if required) -

Select the group by clicking on the group name - right click on the group photo - Name Tagging - Tag picture subjects



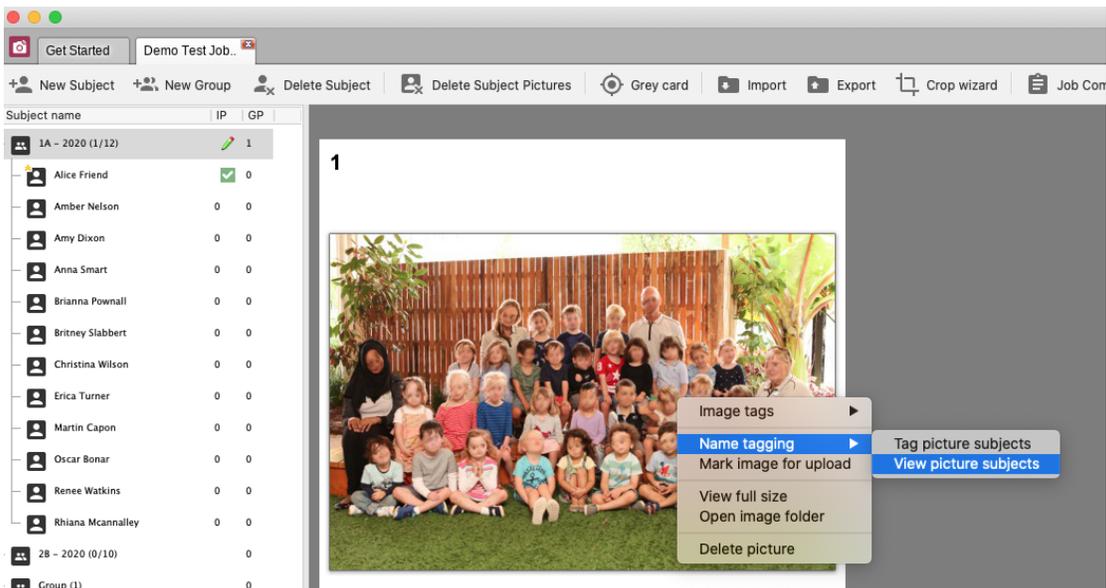
Create the amount of 'Rows' required by Clicking 'Add Row'. Drag and drop the subjects from the subject list into the correct row and position. Visually identify the subject via the individual portrait (you can zoom in the group images by hovering over the group image and using your mouse



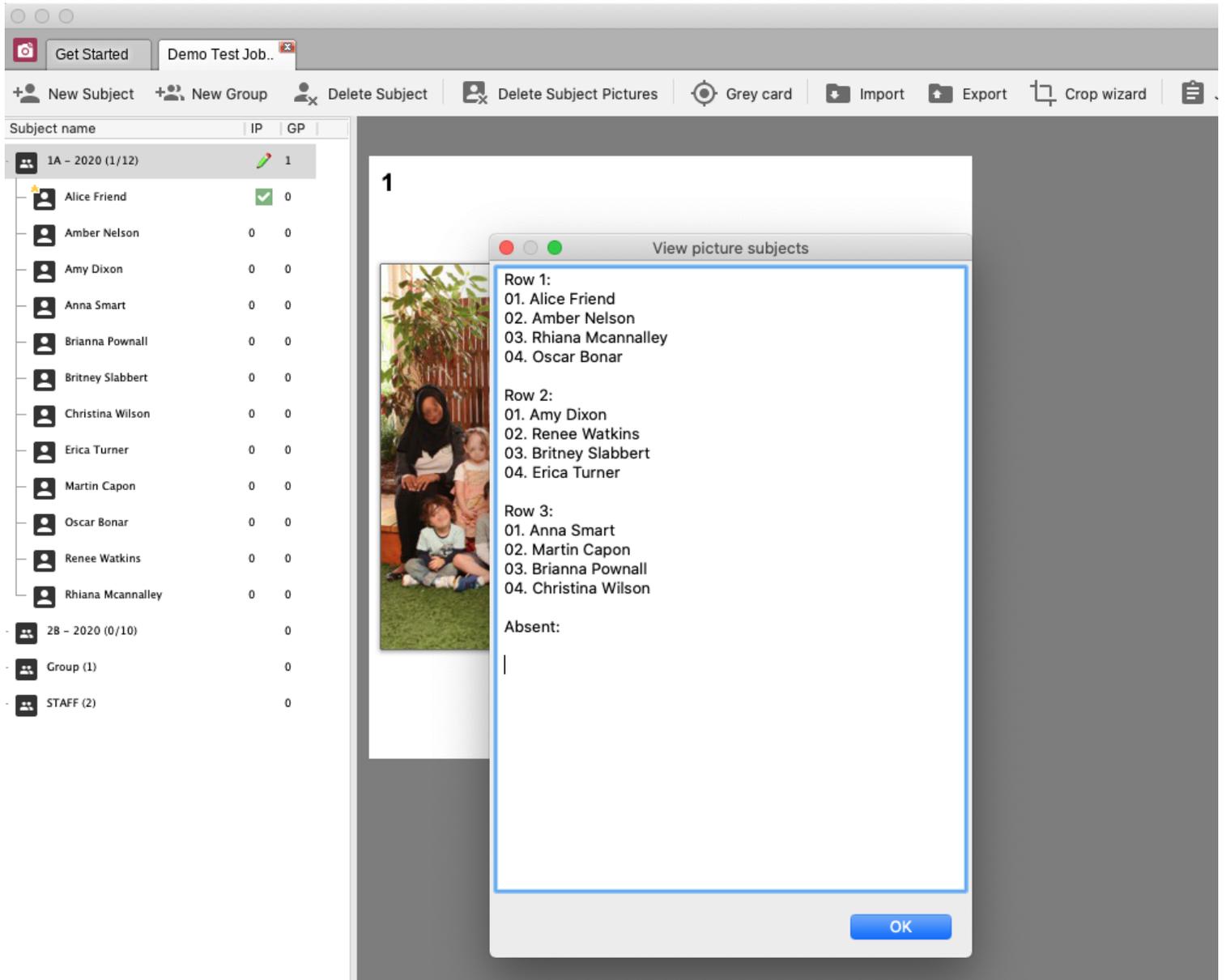
Ensure that you have correctly placed the subjects in the correct order and click 'Save' and then Exit



Right Click on the group image and select 'Name Tagging - View Picture Subjects'



It will then give you the group picture subject list that you can copy and paste into your own customized group photo design by using Photoshop for example. (PLEASE NOTE that Dynamic Group images are not supported in Photosuite LITE)

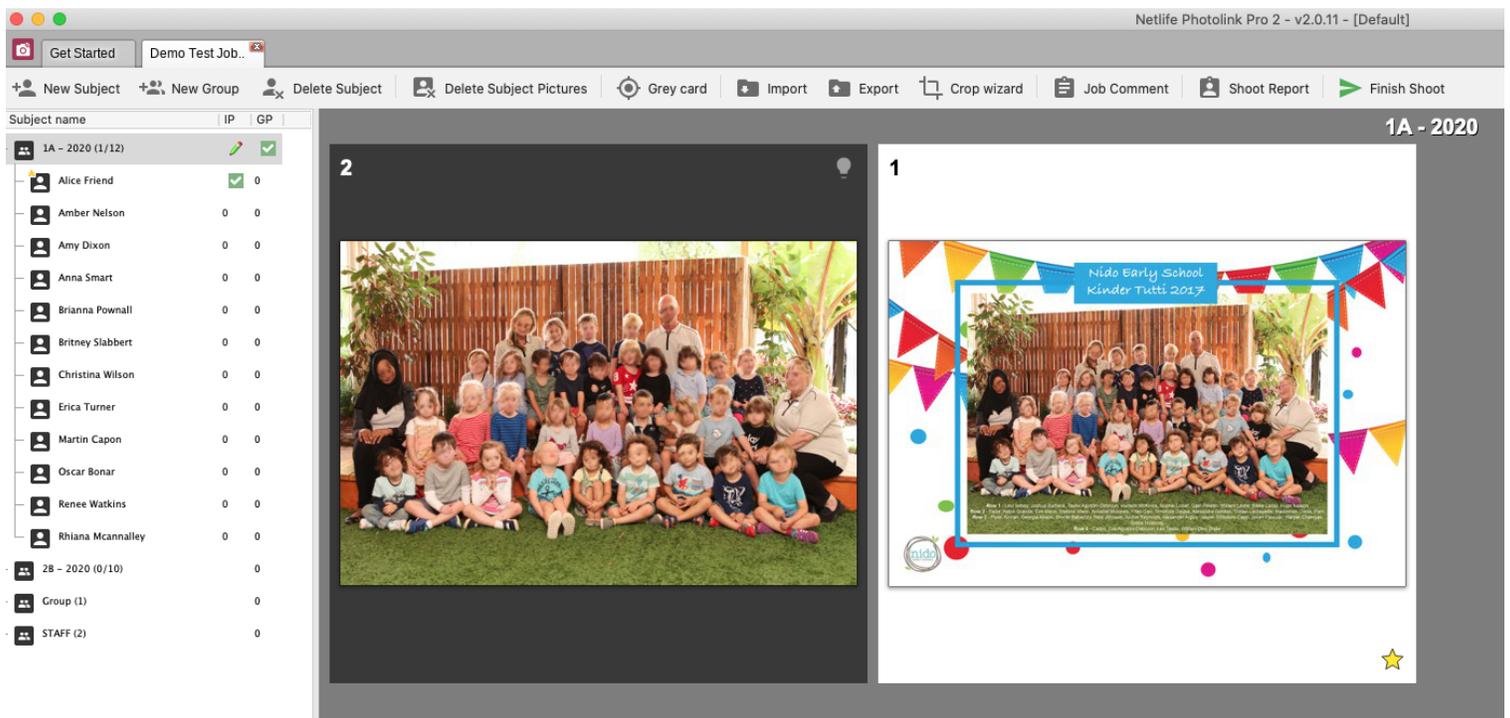


Completed group image designs saved as JPEGs can be and Dragged onto each group image name (From a folder on your computer into Photolink). You will see the original group image as well as the completed design.

It is possible to have multiple group images for one group (Typical for Pre school Photography)

Tag the completed group image with the gold star (Favourite Tag)

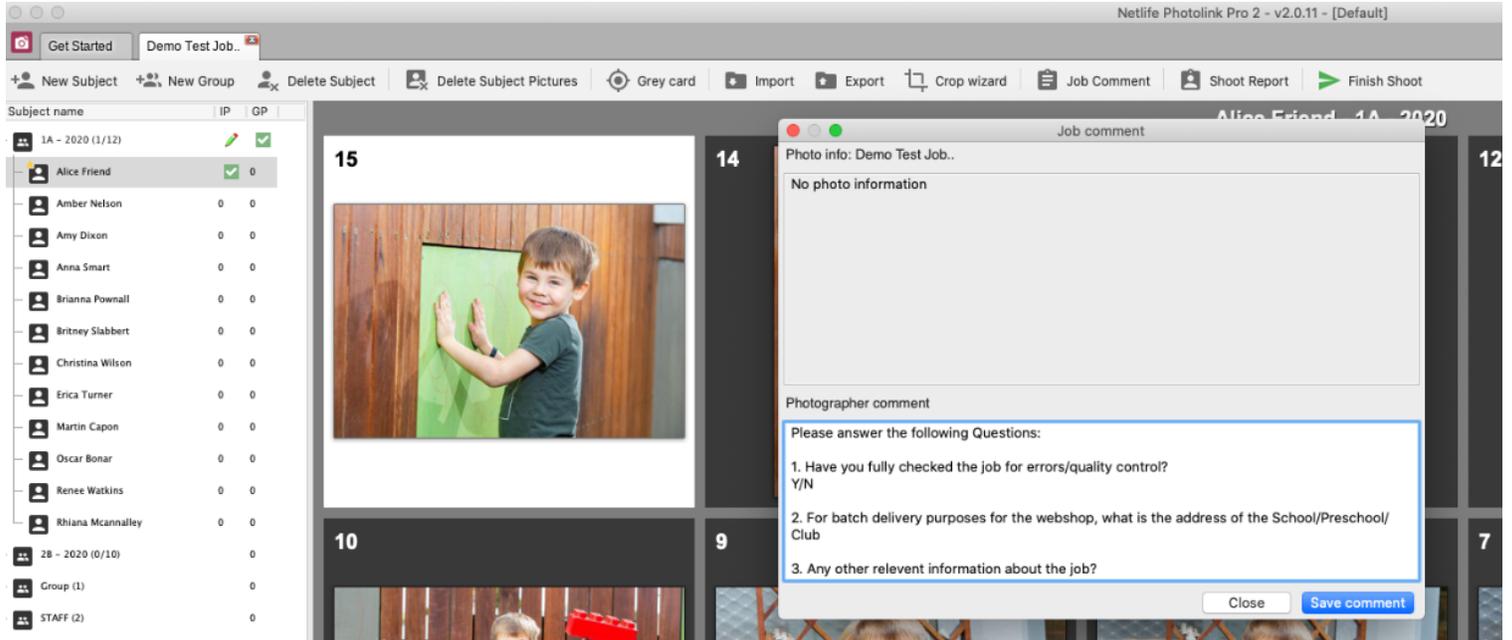
‘Light bulb’ the original group image - Parents will not see original group image in the webshop



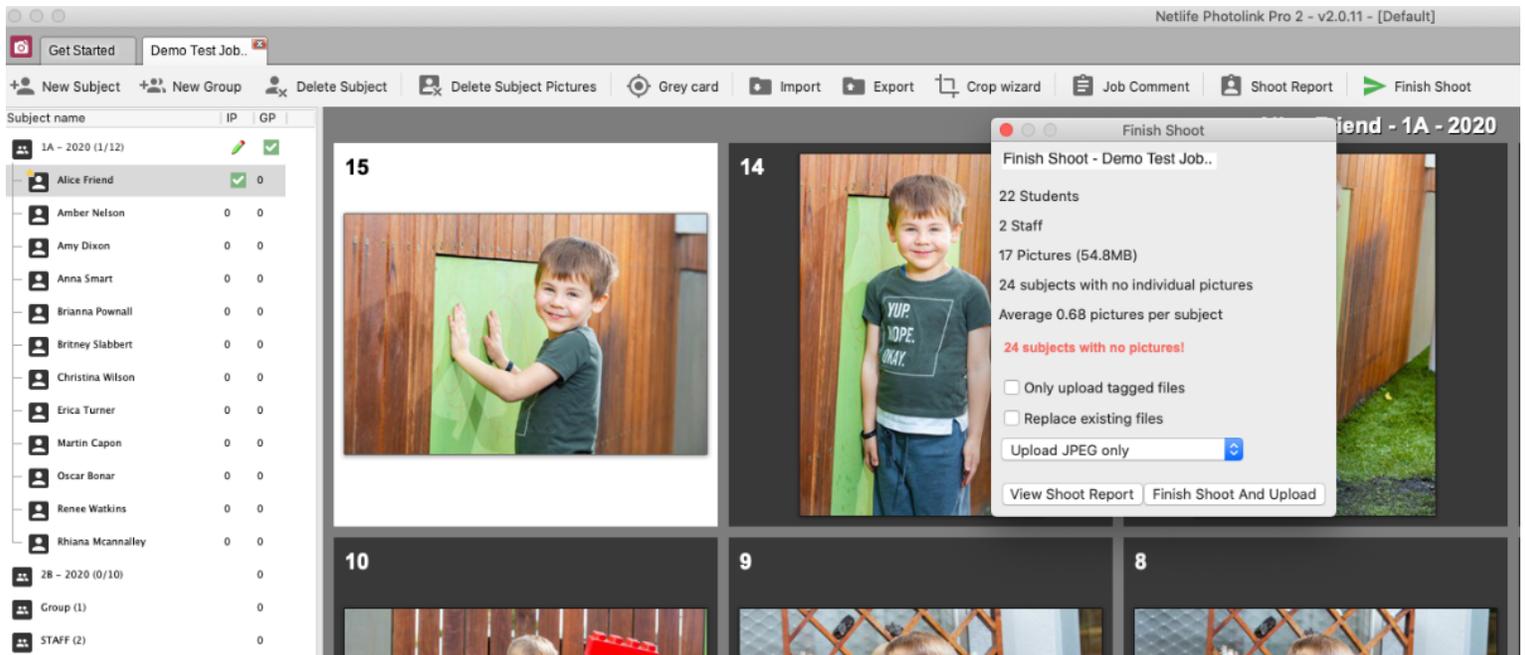
IMPORTANT NOTE:

Ensure that you send the group photos to the school/club/centre administration to view/proof and sign off that the names are correctly spelt and in order. Mistakes can be costly in time and/or money. **Please do not upload images to the server until this is completed**

Once you have received confirmation from the school/club/centre that the subject names are correct on the group photos - Click 'Job Comments' and fill in the 'Photographers Comments' - Save Comments



Click 'Finish Shoot' - 'Finish Shoot And Upload'
Follow the prompts



Uploading of your files will start - **Do not close until complete**

The screenshot shows a window titled "Upload queue" with a tab labeled "Upload Queue". The window content is as follows:

Job Name	Status	Action
Demo Test Job..	File Progress (282.95 KB/s) (159.61 KB/s) (95.25 KB/s) (31.96 KB/s) (127.89 KB/s) (172.48 KB/s) (31.31 KB/s) (159.74 KB/s) (60.34 KB/s) (92.96 KB/s) (60.64 KB/s) (60.12 KB/s)	<input type="button" value="Pause"/> <input type="button" value="Abort this upload"/>
Total Progress		
Uploaded 0 of 17 files (1.10MB/s)		

We will proceed with our quality assurance steps once the job is completely uploaded and report back to you when/if necessary.

Sit back and relax!

