



QR Code / Opticon Image Matching

OPS features two types of Image Matching options, QR Code Sequential and Opticon Match. Both options will make the matching of everyone's data to their images quick and easy. Below is a brief description of each option.

QR Code Sequential can be used with or without project data being provided to you prior to your shoot. The QR codes used for your projects are generated by OPS and can be either printed out in various formats or displayed on a mobile device such as an iPhone, iPad or Android phone or tablet. The QR Code Sequential method is perfect for both studios that are new to matching Images and Data and experienced studios that prefer a touchless / paperless day of the shoot method.

Opticon Match is a Bar Code scanning method and requires data to be loaded into your OPS Project prior to your shoot. The data can be either sent to you by the organization of your event or gathered by OPS as part of a PrePay, PreRegistration, or Package/Print Deposit project for the shoot. Opticon Match requires an Opticon Scanner (sold separately) to be assigned to each camera being used at a shoot.

Note: Opticon Match Instructions can be seen on Page #18.



QR Code Sequential System Instructions



OPS QR Code Sequential Image Matching System features a unique two QR code system that is designed to match individuals to their group(s) automatically even if they are photographed in different outfits and groups at different times during the shoot. OPS Sequential Image Matching will even work if you shoot the same

subject on different days as long as it's the same project. QR Code Sequential Image Matching is available for all types of Volume Projects, such as Dance, Sports, and School Portraits.



Planning on offering PrePay Packages? [Click Here](#) for Instructions on setting up a Data Match PrePay Project.

To set up a QR Code Sequential Image Match project, login to your OPS administration page and Click on Projects > then on the Add a Project button just below the menu bar.

Next complete the Add a Reorder Project as seen below, with special attention given to the **Image and Group Matching Sections Circled in Red below**. In these sections it is important for you to select the correct option offered so your project is set up for the workflow you are planning on using. The project below is being set up for **QR Code Sequential Shooting**, and the **Group Names** are being Auto Matched via OSP. Contact your TSR or Customer Service if you have any questions regarding the correct setup option you will need for your project. Also please do not forget to Click on the Save button when you are finished.

< QR Dance Demo II Options Subjects Orders

Project Options: Save all tabs

General Shipping / Taxes Promo Codes / Discounts Tags Image Processing Misc. Links

Project Name: QR Dance Demo II

Project Type: School - OrderSchoolPix.com

Gallery Message:
 255 character limit. 255 remaining
 Allowed tags:
<a></p>
 Invoice Message:
 255 character limit. 255 remaining
 Allowed tags:
<a></p>
 Price List: Dance School Test Pricing >
 Mode: Batch Order (proof)
 Allow PrePay in Batch Mode:
 ☒ No
 ☐ Yes
 In batch mode, when a subject has no images, show the prepay checkout until the cut-off date.
 Batch Order Date(s): End of the day (11:59 pm central time) on the set date
 12/30/2022 1st
 2nd
 3rd
 Batch Order Sort Priority: Alpha 1st
 2nd
 3rd
 (default: Last Name, First Name)
 Image Matching:
 ☐ Pre-Matched:
 Images are already matched to the subjects in the data that you are uploading. Choose this for Photography ENTAGED.
 ☐ Option Scanner
 Match images using an Option scanner on photo day.
 ☒ QR-Code Sequential
 Match images using by photographing a QR-Code then photographing the subject.
 Group Matching:
 ☐ Pre-Matched
 Group image file names are already matched to the subjects in the csv. Group images first before uploading subject images.
 ☒ Auto Match
 ☐ TeamName Field
 Create group subjects and the subjects galleries will automatically include group images for subjects based on the chosen field. Must select QR-Code image matching.
 Allow Shopper Upload:
 ☐ No
 ☒ Yes
 This will allow the shopper to upload images to their gallery and order products from their own photos.
 Hide Project:
 ☐ Hide
 ☒ Show

Do not Forget!

Save all tabs

Importing Data to Your QR Code Project

After saving your Project Setup, Click on the **Subjects Tab** > and then the **Subject Action Dropdown Arrow** > In the drop-down window select the **Add / Merge Subject Data Only** line.

(Note for studios using **PrePay Credits for Batch Ordering**: If you are creating your own customer data by having your clients PrePay a Shoot or Package Deposit, you must Export the PrePay CSV file first before you can move-on to the step below on Adding Data. Please see our Prepay Credits for Batch Ordering Workflow Instructions for more details.)

Important Note! Your Project's Data can only be Imported once. If you need to add or correct your project's data, we strongly recommend you reference our [Appending Your Data](#) instructions first.



After clicking on the Add/Merge Data Line an Upload Data CSV Window will open, **Click On** > the **Choose File Button** to **Select the .CSV Data File** you are using for this project. After you have selected your file, **Click On** the **Upload File Button**.



A new **Map Fields** window will open and must be confirmed before your .CSV file can be uploaded. If your .CVS file headers match the OPS fields your data will map automatically. However, if they do not match it is very important for you to click on the drop-down arrow next to the field name to match your .CSV Data column to OPS's.

Please note: **Passwords** are an integral part of OPS's ability to deliver individual password protected galleries to your clients. If your data does not contain a Password column with data, the OPS software will automatically assign a password to each subject line requiring one. Requesting Passwords via OPS is easy, simply click on the drop-down arrow in the Password Box and select the Generate Passwords line. Doing this will enable OPS to create a password for each subject's gallery.

After Mapping your data fields, Click on the **Import Data** button.

Step 2. Map Fields for _names.csv

Map your fields to the corresponding OSP fields .

OSP fields	CSV fields
First Name	= first_name
Last Name	= last_name
Password	= password
Student ID	=

Import Data ->

Step 2. Map Fields for _names.csv

Map your fields to the corresponding OSP fields .

OSP fields	CSV fields
First Name	= first_name
Last Name	= last_name
Password	= password
Student ID	=
Image Name	= first_name
Group Image	= last_name
Email	= password
Phone	=
Nickname	= *Generate Passwords*

Once all the data has been Imported, it can be viewed on the project's **Subjects** page. (See photo below.)

Note the Password fields now contain Auto Generated Passwords so OPS can create individual galleries.

< QR Dance Demo II		Options	Subjects	Contacts	Orders
To search for a subject click Ctrl + F to use your browsers search feature.		Subject Actions			
Subjects (9)		Password			
Heidi Gehrs	emzvmearf	Edit	Log in		
Aliya Hollenkamp	vzamxcchb	Edit	Log in		
Bella Hortmann	jzbazjrpu	Edit	Log in		
Caillyn Maschhoff	skfnzpyyw	Edit	Log in		

Auto Matching Groups or Teams to Individuals with QR Codes Only

If you are shooting a QR Code project with a Mobile Device that requires Groups/Team Matching and the names of the Groups or Teams are available to you prior to your shoot, you can preload the group names using the same method as importing your Project's Data.

Creating a Group or Team Name Data File is Easy, simply enter the word "Group " in the First Name Field, The Name of the Group in the Last Name field, and the Name of the Group once again in the Teamname field.

Please do not enter any data in the Password Field, let OPS Generate the Group Passwords for you.

	A	B	C	D	E	F	G
1	First Name	Last Name	Teamname	Password			
2	group	Bubble Gum Boy	Bubble Gum Boy				
3	group	Can You Feel The Love	Can You Feel The Love				
4	group	I Wanna Dance With	I Wanna Dance With				
5	group	September	September				
6							

After importing your Group/Team project Subject Data, your project will have both the Individual and Group/Team Name data.

< QR Dance Demo II
Options
Subjects
Contacts
Orders

To search for a subject click Ctrl + F to use your browsers search feature.

Subject Actions

Subjects (9)	Password		
Heidi Gehrs	emzvmeazf	Edit	Log in
Aliya Hollenkamp	vzamxcchb	Edit	Log in
Bella Hortmann	jzbazjrpu	Edit	Log in
Caillyn Maschoff	skfnzpyyw	Edit	Log in
group Bubble Gum Boy	cyjwaebw	Bubble Gum	Edit Log in
group Can You Feel The Love	pxfkuedc	Can You Fee	Edit Log in
group I Wanna Dance With	naqzcvmt	I Wanna Dan	Edit Log in
group September	ckhyvsqc	September	Edit Log in
Addy Budde	udckhsmtx		Edit Log in

Selecting your Project's QR Code Style

There are two QR Code shooting methods available, you can either shoot your QR Codes by employing a Mobile Phone or Tablet/iPad, or by photographing QR Codes printed out on Paper/Label stock.

Mobile Device QR Code Option

At the bottom left side of your project's **Subject Page**, you will find a QR code with instructions to scan it to open our **QR Code App** on your phone.

[My Account](#) [Projects](#) [Pricing](#) [Backgrounds](#) [Orders](#) [Shoot Schedule](#) [Logout](#) [?](#)

[View Projects](#) [Tags](#) [Email Marketing](#) [Forms & Tools](#) [Trash](#) [?](#)

[< QR Dance Demo II](#) [Options](#) [Subjects](#) [Contacts](#) [Orders](#)

To search for a subject click Ctrl + F to use your browsers search feature. [Subject Actions](#)

Subjects (9)	Password		
Heidi Gehrs	emzvmeazf	Edit	Log in
Aliya Hollenkamp	vzamxcchb	Edit	Log in
Bella Hortmann	jzbazjpu	Edit	Log in
Caillyn Maschhoff	skfnzpyyw	Edit	Log in
group Bubble Gum Boy	cyjwaebw	Bubble Gum	Edit Log in
group Can You Feel The Love	pxfkuedc	Can You Fee	Edit Log in
group I Wanna Dance With	naqzcvmt	I Wanna Dan	Edit Log in
group September	cjkhyvsqc	September	Edit Log in
Addy Budde	udckhsmtx		Edit Log in

scan with device to open mobile qr app



If your mobile device does not read the QR Code, you can also open the QR Code App by clicking on the shortcut link circled below.

Using OPS's QR Code App

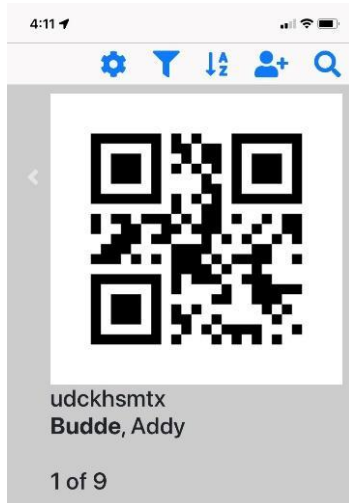


After you have imported your project's individual data and groups/team names (if required) you will be all set to QR Match your shoot! Simply access the projects QR Codes as described above, and the app will automatically open to the first individual's name & QR Code.

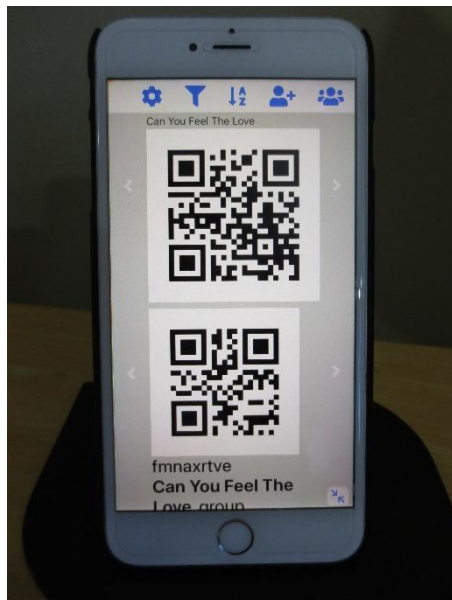
Note: We recommend you increase the size of the QR Code display on your phone when the first QR opens. Simply **Click on the Gear Icon** in the App Controls and select the QR Size numb that works best for you screen. Important! The QR Code size should include all the entire white border around the QR Code. (A small amount of the Gray Background around the white border is ideal.)



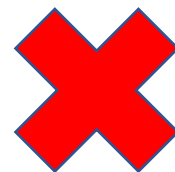
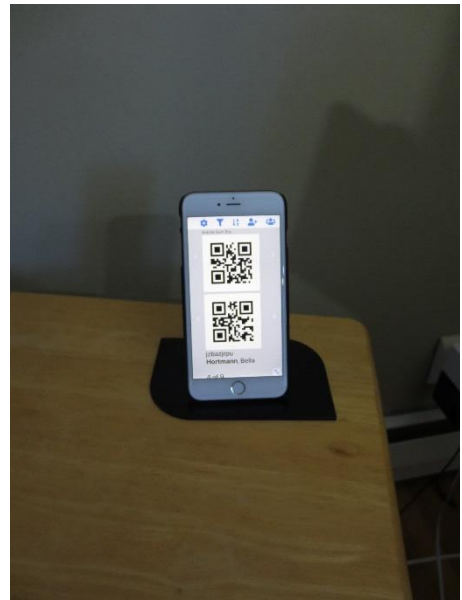
Sample Cell Phone Screens with an Individual QR Code only and Both Individual & Group QR Codes



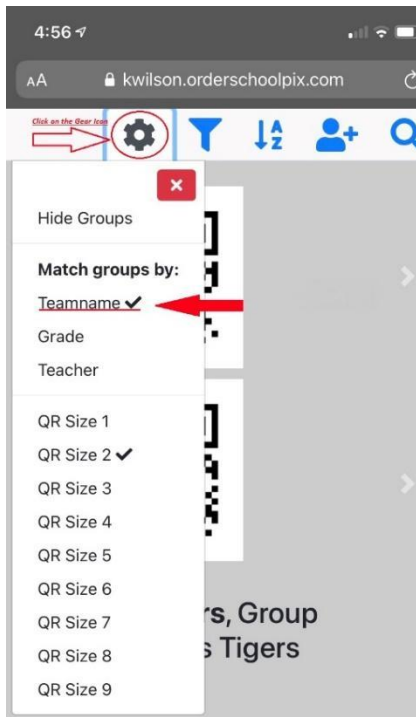
Your 2nd Group QR Code can be added by clicking on the **Gear Icon** and then checking off the **Group Field Name** you are matching your individual images to.



Shooting your QR Codes on a Mobile Device



For best results make sure the QR Code is at least a minimum of 50% of the Image Frame!



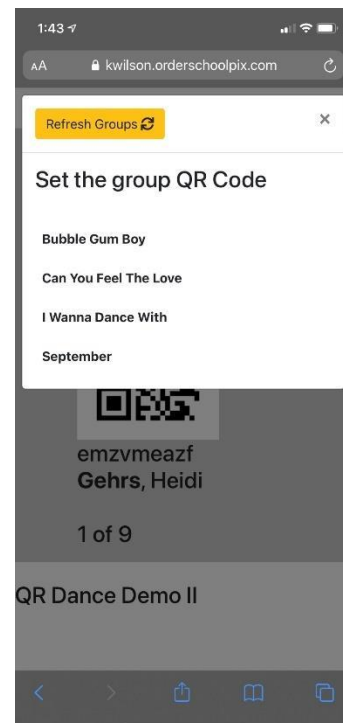
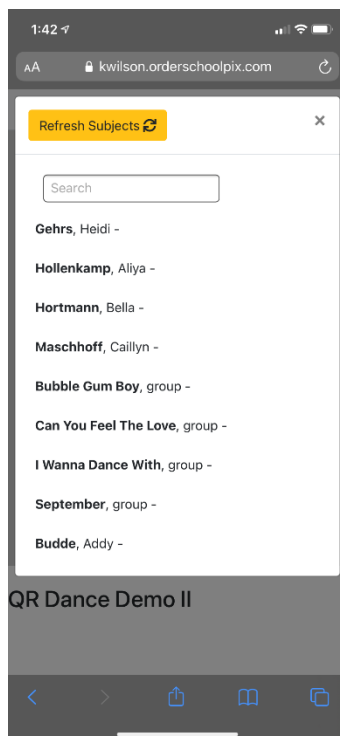
Group Matching QR Codes are Displayed by checking off the Data Field Name of the Groups. In the example to the left, Teamname is the Groups data field.

Please select the Larges QR Code Size your phone screen allows. Note: To minimize reading errors, it's important a Gray Border is visible around the entire QR Code.

QR Dance Demo II

Tap on the Individual QR Code to
Select the next person to be Photographed.

Tap on the Group QR Code to
Select their Group Photo.



Adding a New Subject on Site

There are two methods available to you for Adding / Registering Individuals on site during your shoot. You can either add the unregistered (or no Data) subject right on your phone or mobile device (see the left image below) or Print out a Registration Sign (instructions on the next page) and post it at your shoot so parents can Register their child.

Note: Once the online form is completed, simply click on the **Add Subject** button. OPS will automatically add the new subject info to your project (including a password number) and refresh your shoot list. Just click on the Search **Magnifying Icon** to find their QR code.

1:45

AA kwilson.orderschoolpix.com

Settings Filter Sort Add Search

Add Subject Cancel

First Name

Last Name

Password - leave blank for auto

Grade

Homeroom

Teacher

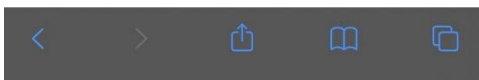
Student ID

Coach

Teamname

1 of 9

QR Dance Demo II



Print a QR Code Registration sign to display on photo day.

Edit the text below.
Use print preview in your browser.

**Scan this QR Code to
Register Your Child.**



or visit: ospgo.com/reg/42940

**Thank You,
ACI Ken Wilson**

Creating QR Code Registration Signs and Shortcuts

All OPS projects automatically create a QR Code project shortcut, which is located at the Links Tab in the Projects Options page. (See photo below) The Project QR code can be found at the bottom left side of this page. The QR code can be printed, visited, or copied so it can be used on flyers or notices you may be planning on sending home to parents.

Also, please note the Print link will allow you to print out a QR Code sign or save it as a PDF. The link will open a new window with your project's QR Code and editable text. Simply Type in your Project info and Print Out as many copies you need for your project's shoot day. (See Sample below)

< **Order Entry PrePay Test II** Options Subjects Orders

Project Options: Save all tabs

General Shipping / Taxes Promo Codes / Discounts Tags Image Processing Misc. **Links**

Link to Project login:
 visit copy

Link Code: HTML for placing a link on your site.
 copy

Short Url: Useful for when shoppers will be typing in the url address.
 visit copy

Print a Registration QR Code sign:
 print visit copy

QR Code: To this project gallery search page.


Sample (Editable) QR Code Registration Sign

Print a QR Code Registration sign to display on photo day.
Edit the text below.
Use print preview in your browser.

Scan this QR Code to Register
Your Child.



or visit: ospgo.com/reg/45084

Thank You,
Your Studio Name

Checkout our [Client Registrations Instructions PDF](#) if you would like more info on setting up Registrations Projects and Registration Projects with PrePay Options.

Printing Paper QR Codes

Go to your project's **Subjects Tab** and then click on the **Subject Actions** drop down arrow. > Once the Subject Actions window opens, **Click on the QR Codes / Barcodes line.**

The screenshot shows the 'QR Dance Demo II' project page. The 'Subjects' tab is selected, and the 'Subject Actions' dropdown menu is open. The dropdown menu has a red box around it, and a red arrow points to the 'QR Codes / Barcodes' option. The table below shows a list of subjects and their passwords.

Subjects (10)	Password
Heidi Gehrs	emzvmeazf
Aliya Hollenkamp	vzamxcchb
Bella Hortmann	jzbazjrpu
Caillyn Maschhoff	skfnzpyyw
group Bubble Gum Boy	cyjwaebw
group Can You Feel The Love	pxfkuedc
group I Wanna Dance With	naqzcvmt
group September	ckhyvsqc
Addy Budde	udckhsmtx
Alex Wilson	wsfrqbq

123456 4 Tigers

When your QR Code Page opens, Click on the **Format Drop Down Arrow** to select the type of page format you would like to print out. The **Sort and Filter Buttons** on the left side of the page will allow you to print your data in the exact order you require for your project. (Note you can also [Download a .CSV file](#) of this data if you need to print out a custom format using Avery Printing software.)

My Account Projects Pricing Backgrounds Orders Shoot Schedule 08011 ACI Ken Wilson Logout ?

View Projects Tags Email Marketing Forms & Tools Trash ?

« Order Entry PrePay Test II / Subjects

QR Codes: 3 Columns

For best results, use the print preview function in your browser and adjust your margins and scaling before printing.

Sort Filters

Wilson, Ken
ufpbwvksm

Sweeney, Tim
hkjlopere

Formats

- Formats
- QR 1 Per Page
- QR 2 Per Page
- QR 3 Columns
- QR Dymo Labels
- QR Avery (30 up) Labels
- QR Mobile App
- Barcodes Avery (30 up) Labels
- Barcodes Avery (10 up) Labels
- Download CSV

Sample Printouts

Important! Your Paper QR Code Image Must Fill a Minimum of 50% of you File

30-Up and Single Column Output

3/19/2021 OrderPis | schools | crosstie | 43002

Agne, Emma Y7YWR2	Airiau, Eva IAAJCS	Alleris, John 4LN18B
Amoa, Adja KL4BN8	Anderson, Parker EIPZNV	Andre, Isabel H1UBW4
Arthur, Alec BZWVUJ	Ash, Christian J52243	Athanassiou, Maricos 8WT8DJ
Ava, Basker BHCYB	Ava, Kelly VQ3ZUE	Balcom, Jacob C87LJ
Barach, Jenna IZCDL2	Barnett, Finn VVZJBQ	Berry, Madeline EDDKV7
Bigelow, Olivia 2Z4H14	Birchby, Graycen S43NC2	Blake, Tyler R11HUD
Boden, Nicholas G: 9 - T: US MPCEEF	Borden, Zoe K7ZDLZ	Boucher, Astleigh ST1VLR
Bouley, Addison ULJ43W	Brooks, Jason ZUCJJK	Brown, Sydney 3Q2JH7
Brown, Toagan G: 11 - T: US BRMNQZ	Buchanan, Alyssa VBRS79	Bulat, Logan JK2JF5

3/19/2021 OrderPis | schools | crosstie | 43002

Agne, Emma
Y7YWR2

Airiau, Eva
IAAJCS

Alleris, John
4LN18B

Amoa, Adja
KL4BN8

Custom 4-Up Avery QR Code & OPS 1-Up QR Code per Page

Custom Layouts can be created at: <https://www.avery.com/software/design-and-print/>

Jordan Christopher



A

Tamar Reinhorn



A

Ponte, Lillian

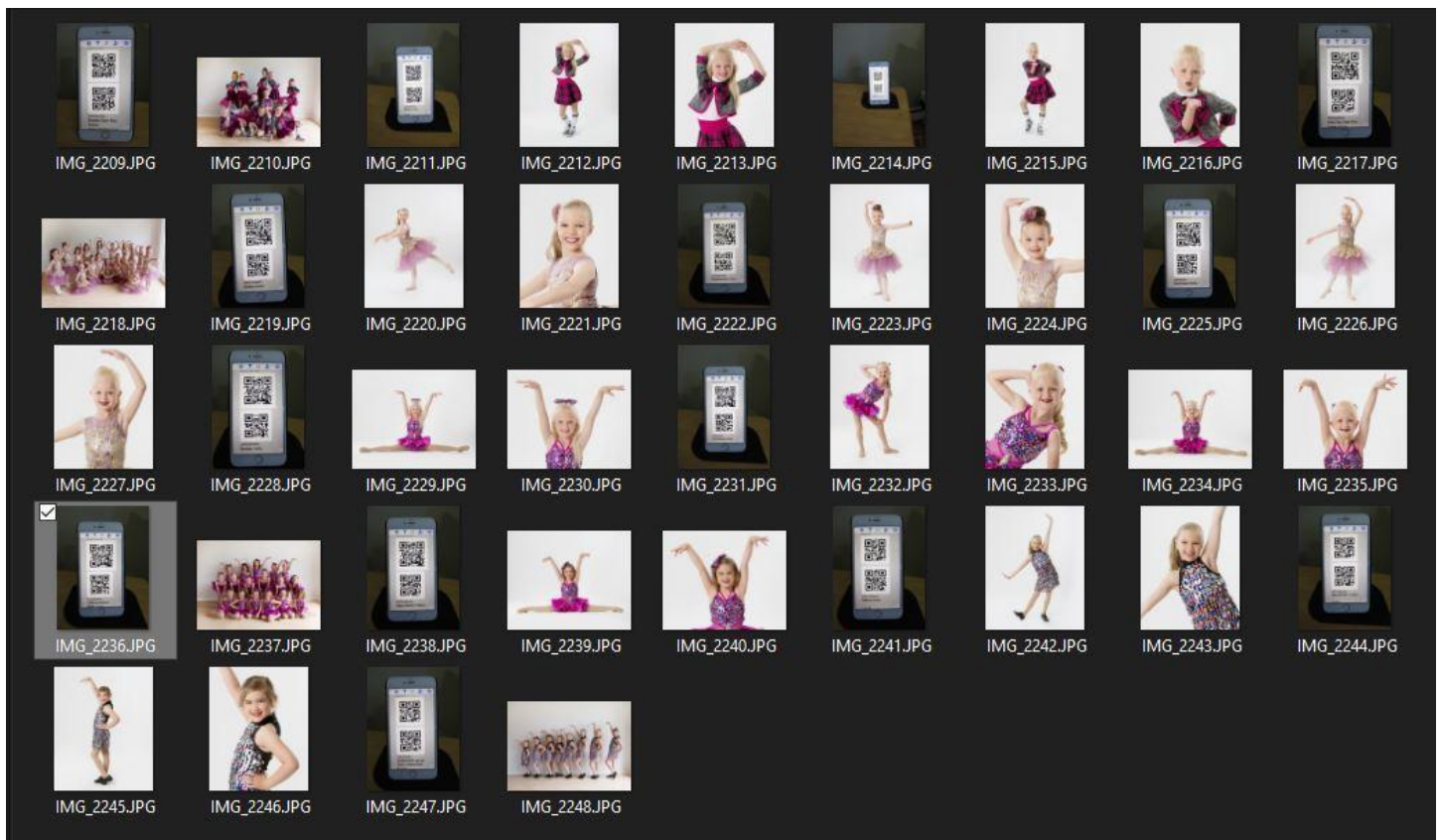
Grade: 1 - Teacher: n/a

2CE251

Post Photo Day QR Code Workflow

After you completed photographing your day's shoot, we recommend you review, cull and color adjust, and Photoshop your camera files. (You can also request Color Correction by ACI when you upload your images.) Please make certain you have an QR code image in front of the first photo of each subject. If you are missing or misfired a QR Code image you can simply reshoot the missing (same) QR code. Then rename the new QR Code Image so the number of the new (missing) QR Code image will line up in front of the subject's first image. (Note: Please be sure to include the QR Code Images when you post your project to OPS. Our software will automatically filter out the QR codes images before your gallery goes live.)

After you have completed your post photo day file review, you will now be ready to post your images to your project on Order Pix Suite (OPS). See details below.....



Posting your Post QR Code Project to Order Pix Suite

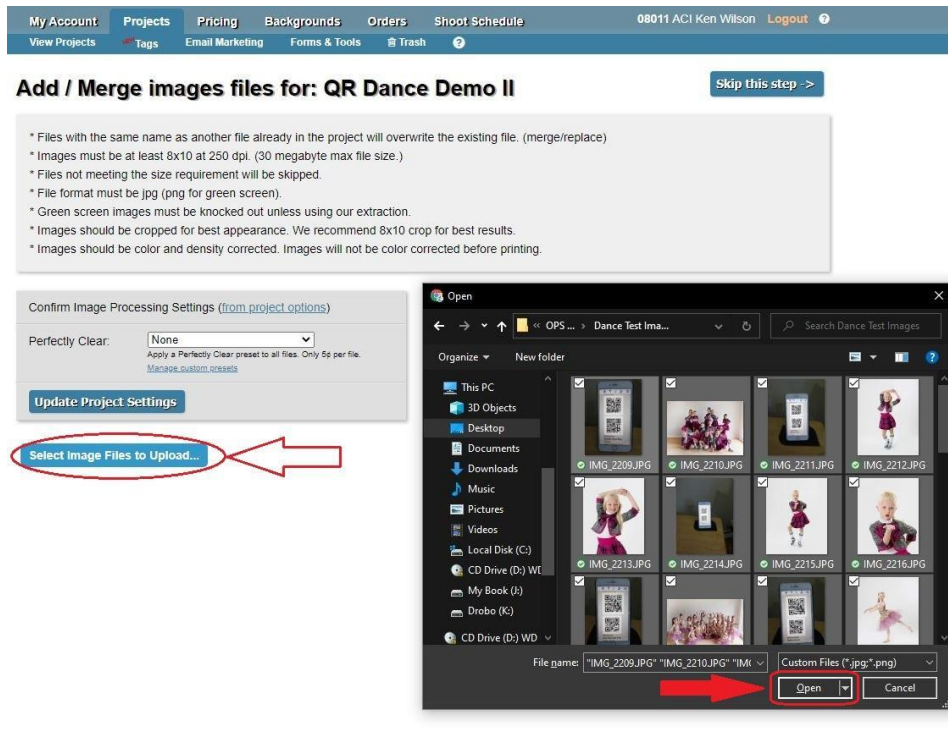
Posting your reviewed QR Code projects is done using the same method as all our online image and data postings. Go to your project's Subject Page and click on the **Subject Actions Dropdown Arrow**. > Next select the **Add / Merge Image Files Only** option line.

The screenshot shows the 'QR Dance Demo II' subject page. At the top, there's a navigation bar with 'My Account', 'Projects', 'Pricing', 'Backgrounds', 'Orders', and 'Shoot Schedule'. Below this, a sub-bar contains 'View Projects', 'Tags', 'Email Marketing', 'Forms & Tools', and 'Trash'. The main header area includes a back arrow, the title 'QR Dance Demo II', and tabs for 'Options', 'Subjects' (which is active), 'Contacts', and 'Orders'. A note states: 'To search for a subject click Ctrl + F to use your browsers search feature.' Below this is a table with 10 subjects. A blue arrow points to the 'Add / Merge Image Files Only' option in the 'Subject Actions' dropdown menu, which is also highlighted with a red box. The dropdown menu also includes options like 'QR Codes / Barcodes', 'Add / Merge Subject Data Only', 'Add / Merge Subject Data and Images', 'Add Subject Manually', and two removal options.

Subjects (10)	Password
Heidi Gehrs	emzvmearf
Aliya Hollenkamp	vzamxcchb
Bella Hortmann	jzbazjrpu
Caillyn Maschhoff	skfnzpyyw
group Bubble Gum Boy	cyjwaebw
group Can You Feel The Love	pxfkuuedc
group I Wanna Dance With	naqzcvmt
group September	cjkhyvsqc
Addy Budde	udckhsmx

On the **Add / Merge Images** page, Click on the **Select Images Files to Upload** button, **Navigate to your QR Final Images Folder** and **Select all the images** you need to post to your OPS Project.

Next Click on the Open Button.



Add / Merge images files for: QR Dance Demo II

- * Files with the same name as another file already in the project will overwrite the existing file. (merge/replace)
- * Images must be at least 8x10 at 250 dpi. (30 megabyte max file size.)
- * Files not meeting the size requirement will be skipped.
- * File format must be jpg (png for green screen).
- * Green screen images must be knocked out unless using our extraction.
- * Images should be cropped for best appearance. We recommend 8x10 crop for best results.
- * Images should be color and density corrected. Images will not be color corrected before printing.

Confirm Image Processing Settings (from [project options](#))

Perfectly Clear: None
 Apply a Perfectly Clear preset to all files. Only 5¢ per file.
[Manage custom presets](#)

[Update Project Settings](#)

[Select Image Files to Upload...](#) 40 file(s) Uploading. 40 file(s) Remaining...

IMG_2209.JPG - Upload Complete...

100%

1.49 MB / 1.49 MB

Your Image Uploading Page will open and display your project's posting status until all the files are posted.

After all your images have been posted, your Project's Subject window will open displaying all the images you posted and assigned to the appropriate subject. Note your Group Images are listed separately. OPS will automatically match your individual images with their group photos. We recommend you double check a few subject images to make sure the names you photographed have images attached. We also suggest you login to a couple of galleries to make sure everything looks as expected.

< QR Dance Demo II
Options
Subjects
Contacts
Orders

To search for a subject click Ctrl + F to use your browsers search feature.

Subject Actions

Subjects (9)	Password		Edit	Log in
Addy Budde	udckhsmxtx		Edit	Log in
Heidi Gehrs	emzvmeazf		Edit	Log in
Aliya Hollenkamp	vzamxcchb		Edit	Log in
Bella Hortmann	jzbazjrpu		Edit	Log in
Caillyn Maschhoff	skfnzpyyw		Edit	Log in
group Bubble Gum Boy	bnnmyxfyt	Bubble Gum	Edit	Log in
group Can You Feel The Love	fmnaxrtve	Can You Fee	Edit	Log in
group I Wanna Dance With	hvpubxprb	I Wanna Dan	Edit	Log in
group September	ncfynjzxh	September	Edit	Log in

Your Project is Now Online

Bella Hortmann

fake@email.com

Logout

ACI Ken Wilson

715 East 18th Street

Cedar Falls, IA, 50613

781-775-6153

http://www.acilab.com kwilson@acilab.com

Buy Prints

IMG_2215

QR Dance Demo II

Your Cart

Edit Cart

Checkout

Subtotal: \$0.00

Enter Additional Password

Add Child

Add Your Own Photo



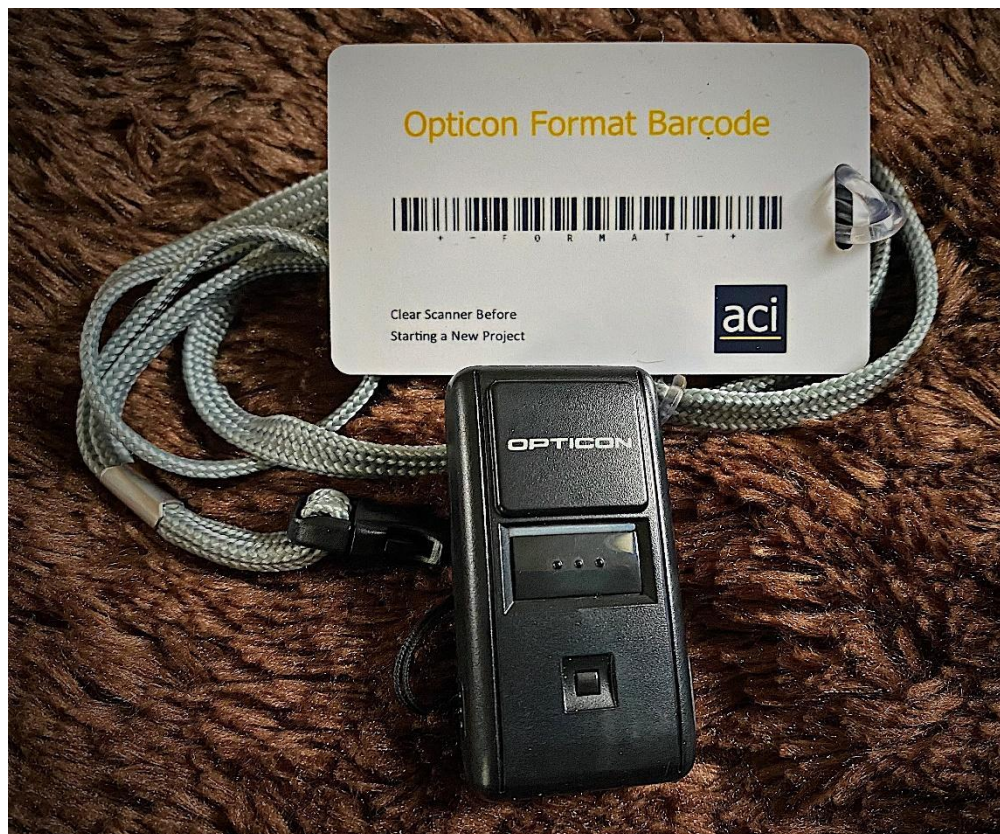
OPS Opticon Image Match Instructions

Opticon Match is a timestamping Bar Code scanning method that requires data to be loaded into your OPS Project. The project data must be a .CSV format file which should be made available to you by the school or

organization of the project. Opticon Image Matching requires an Opticon Scanner to be assigned to each camera setup being used at a shoot. (Please note: Opticon OPN-2004 Portable Scanners are sold separately – contact ACI Customer Service or your ACI Account Consultant for details and assistance.)

OPS Opticon Image Match service is fully integrated with our OPS Online Prepay and Batch/Proof services for a smooth and easy capture to print workflow. OPS's Opticon Image service also supports a combination of Online & Paper Envelope PrePays.

Also Flow (by PhotoLynx) Opticon users will be interested in knowing that OPS's Opticon systems are fully compatible with Flow. They can now utilize OPS's PrePay Package field export into Flow or order submission, along with importing your matched images and subjects into OPS. By utilizing OPS's import and export capabilities Flow studios will be able to take advantage of our commission free e-commerce and email marketing campaigns. Please contact your ACI Studio Consultant or ACI Customer Service for information on acquiring a Flow license and setup assistance.



To set up an **Opticon Image Match** project, login to your OPS administration page and Click on **Projects** > then click on the **Add a Project** button just below the menu bar.

Next complete the **Add a Project** form as seen below. This project is being set up for **Batch Orders** with an **Opticon Image Match** project workflow. Contact your Studio Consultant or Customer Service if you have any questions regarding the correct setup options you will need for your project. Also please do not forget to Click on the **Save** button when you are finished.

My Account **Projects** Pricing Backgrounds Orders Shoot Schedule
View Projects Tags Email Marketing Forms & Tools Trash ?

Projects (18) Add a Prepay Project **Add a Project**

Add a Reorder Project ?

Project Name:

Project Type: School - OrderSchoolPix.com ▼

Message:

Price List: Preschool Prices ▼

Greenscreen: ☒ No ☐ Yes

Order Mode: ☒ Batch Orders (volume)

Orders are held and batch processed at the specified date(s). Orders are individually packaged and either shipped to the shopper or shipped together to your studio. (volume pricing at \$1.18 / unit (+ drop shipping if applicable)). Then the project's mode is switched to Individual Orders (re-order).

Date(s) for Batch Ordering to End:

11/30/2021	1st
Optional	2nd
Optional	3rd

Order Sort Priority

Teacher	1st
Alpha	2nd
	3rd

(default: Last Name, First Name)

☐ Individual Orders (re-order)

Orders are processed and shipped as they are received and are drop-shipped to the shopper. (re-order pricing at \$2.88 / unit + drop shipping)

Image Matching:
beta

☐ Pre-Matched

Images are already matched to the subjects in the data that you are uploading.

Opticon Scanner

Match images using an Opticon scanner on photo day.

Adding Data to

Match Project

Your Opticon Image

Importing Your School Data

School data typically include Last and First Name Columns (it's important that they are in separate columns), Grade, Student ID, and Teacher or Home Room. OPS only accepts .CSV files for importing, as a result we recommend you request a .CSV format Student List from your school. Your school may send you an Excel .Xls file instead of an .CSV file, if they do it's not a problem as .Xls files can be converted to .CSV files easily. We

also recommend you get as much data info as possible, especially email addresses so you can take advantage of OPS's email marketing campaigns to your student's parents for reorders.

(Note! If shooting Group Photos are required for your school project, please be sure to review our Auto Group Matching instructions below BEFORE uploading your project data.)

Sample School

Data Columns

	A	B	C	D	E	F	G
1	Last Name	First Name	Teacher	Grade	Home Room	Student ID	
2	Alexa	Murphy		10		101668	
3	Anderson	Avien		10		102667	
4	Anderson	Dustin		10		100830	
5	Barrett	Gunnar		10		100835	
6	Beean	Destini		10		100837	
7	Beean	Dezarae		10		100838	
8	Belill	Brooklyn		10		101678	
9	Bigelow	Kloe		10		103323	
10	Blacker	Faith		10		100840	
11	Briggs	Breana		10		102113	
12	Brock	Hunter		10		100843	
13	Bukantis	Hadley		10		100844	
14	Burt	Olivia		10		100845	
15	Chapko	Kadon		10		100873	
16	Clark	Karter		10		102784	

Login to your Project and Click on the **Subjects Tab** > and then the **Subject Action Dropdown Arrow** > In the drop-down window select the **Add / Merge Subject Data Only** line.

Important Note! Your Project's Data can only be Imported once. If you need to add or correct your project's data, we strongly recommend you reference our Appending Your Data instructions first.



After clicking on the Add/Merge Data Line an Upload Data CSV Window will open, **Click On** > the **Choose File Button** and then navigate to and **Select the .CSV Data File** you are using for this project. After you have selected your file, **Click On** the **Upload File Button**. (Note your data file must be in a .csv format file.)



A new **Map Fields** window will open and must be confirmed before your .CSV file can be uploaded. If your .CVS file headers match the OPS fields your data will map automatically. However, if they do not match it is especially important for you to click on the drop-down arrow next to the field name to match your .CSV Data columns to OPS's.

Please note: **Passwords** are an integral part of OPS's ability to deliver individual password protected galleries to your client's. If your data does not contain a Password column with data, the OPS software will automatically assign a password to each subject line required. Requesting Passwords via OPS is easy, simply click on the drop-down arrow in the Password Box and select the Generate Passwords line. Doing this will enable OPS to create a password for each subject's gallery. (Note: You can also use the Student's ID's number as the Password for their OPS Galleries. Simple Select Student ID in the Password line and OPS will recognize the ID number as their OPS password. (Note: When mapping data fields, it's OK to use the same field twice.)

After Mapping all your data fields, Click on the **Import Data** button.

Step 2. Map Fields for _names.csv

Map your fields to the corresponding OSP fields .

OSP fields	CSV fields
First Name	= first_name
Last Name	= last_name
Password	= password
Student ID	=

Import Data ->

Step 2. Map Fields for _names.csv

Map your fields to the corresponding OSP fields .

OSP fields	CSV fields
First Name	= first_name
Last Name	= last_name
Password	= password
Student ID	=
Image Name	= first_name
Group Image	= last_name
Email	= password
Phone	=
Nickname	=

Generate Passwords

After all your images are uploaded to OPS, your Subjects Window will open displaying a list of the data you just imported into OPS. In the image below you can see the first and last names along with the **New OPS Password** Generated for you as well as each Student's ID and Grade.

To search for a subject click Ctrl + F to use your browsers search feature.

Subject Actions

Subjects (380)	Password	Student ID	Grade		
Murphy Alexa	csrscvkdz	101668	10	Edit	Log in
Avien Anderson	tvvjstkdm	102667	10	Edit	Log in
Dustin Anderson	dwxsqrqz	100830	10	Edit	Log in
Gunnar Barrett	jvznahkmp	100835	10	Edit	Log in
Destini Beean	jqxeadaha	100837	10	Edit	Log in
Dezarae Beean	scbjfzsep	100838	10	Edit	Log in
Brooklyn Belill	kfqhpdjyw	101678	10	Edit	Log in
Kloe Bigelow	wvykzberh	103323	10	Edit	Log in
Faith Blacker	pmysnrkdw	100840	10	Edit	Log in
Breana Briggs	dksyceqhb	102113	10	Edit	Log in
Hunter Brock	djucdbwpv	100843	10	Edit	Log in
Hadley Bukantis	nwdxkkmfx	100844	10	Edit	Log in
Olivia Burt	nkhsyym	100845	10	Edit	Log in

Go to the next page to see how to Print your Barcodes.

Printing Your Opticon Bar Codes

Go to your project's **Subjects Tab** and click on the **Subject Actions** drop down arrow. > Once the Subject Actions window opens, **Click on the QR Codes / Barcodes line.**

My Account Projects Pricing Backgrounds Orders Shoot Schedule Logout ?

View Projects Tags Email Marketing Forms & Tools Trash ?

< QR Dance Demo II Options Subjects Contacts Orders

To search for a subject click Ctrl + F to use your browsers search feature.

Subject Actions

QR Codes / Barcodes

Add / Merge Subject Data Only

Add / Merge Image Files Only

Add / Merge Subject Data and Images

Add Subject Manually

* Remove All Matched Images

* Remove All Subjects And Images

Subjects (10)	Password								
Heidi Gehrs	emzvmearzf								
Aliya Hollenkamp	vzamxcchb								
Bella Hortmann	jzbazjrpu								
Caillyn Maschhoff	skfnzpyyw								
group Bubble Gum Boy	cyjwaebw								
group Can You Feel The Love	pxfkuedc								
group I Wanna Dance With	naqzcvmt								
group September	cjkhysqc								
Addy Budde	udckhsmtx								
Alex Wilson	wsfrqbq	123456	4	Tigers	Edit	Log in			

When your Subject Action Page opens, Click on the **Format Drop Down Arrow** to select the type of page format you would like to print out. The **Sort and Filter Buttons** on the left side of the page will allow you to print your data in the exact order you require for your project. (Note you can also **Download a .CSV file** of this data if you need to print out a custom format using Avery Printing software.)

My Account Projects Pricing Backgrounds Orders Shoot Schedule 08011 ACI Ken Wilson Logout ?

View Projects Tags Email Marketing Forms & Tools Trash ?

< Subjects

Barcodes: Avery 8160 30 up

For best results, use the print preview function in your browser and adjust your margins and scaling before printing. We recommend starting by setting all margins to 0 and scaling to 100%. Also disable any Header/Footer text. Next print only 1 page on a sheet of plain paper and lay it over the label stock to check alignment. Make changes to the Header and or scaling until data is centered in the labels. Test scan some of the barcodes with your scanner and make sure they scan. If not try setting your printer to it's best quality.

Sort Filters

Formats

QR 3 Columns

QR Single Column

QR 1 Per Page

QR Dymo Labels

QR Avery (30 up) Labels

Barcodes Avery (30 up) Labels

Download CSV

Subjects (10)	Password								
Alexa, Murphy G: 10									
Anderson, Avien G: 10									
Anderson, Dustin G: 10									
Barrett, Gunnar G: 10									
Beean, Destini G: 10									
Beean, Dezarae G: 10									
Belili, Brooklyn G: 10									
Bigelow, Kloe G: 10									
Blacker, Faith G: 10									

You can print out 30-Up Barcode Output directly from OPS or if you need a custom Barcode design you can download your CSV file at **Subject > Subject Actions > Barcodes > Formats > and then Download CSV**. Next login to **Avery.com (See link below)** and follow the online instructions on their **Design and Print Service**.

<https://www.avery.com/software/design-and-print/>

OrderPix | schools | qrcodes | 30317

<https://cindyirvingphotography.orderschoolpix.com/photographer/schools...>

I

Alter, Jackson G: Toddler Classroom



Z E C M X T

Arsenault, Camden G: Infant classr



P 1 8 F F H

Berger, Brady & Mason G: Toddler



7 Q A Z S E

Berriault, Duke G: Toddler Classroom



N V Z 8 C R

Berriault, Riley G: Toddler Classroc



K X J D J I

Beson, Lucy G: Inf/Todd - T: Ms. A



Y X R C C D

Beson, Molly G: Preschool - T: Ms. A



H N Q E X B

Best, Declan G: Infant/toddler - T: M



E B 1 9 5 B

Bettencourt , Adriel G: Pre-Kinder



R I V 1 T 8

Blanchard, Finnley G: Pre School - 1



K X W T N 9

Blanchard , Henry G: Toddler/Pres



K B 3 7 P 2

Branco, Lincoln



8 5 7 2 9 4 2 1 6 5

Branco, Lincoln



0 2 7 3 8

Cleary, Emerson G: Preschool - T: I



E N I J W P

Cleary, Sutton G: Infant-Toddler -



A 9 T M S V

Conley, Eliza G: Pre K - T: Kyla



U A Z 8 T V

Crittenden, Liam G: Infant Toddler -



I K T 9 I L

Cummings , Noralyn G: Toddler -



3 9 B B K I

DeSousa , Caleb G: Infant Toddler -



F W K A T N

Dias, Luke G: Infant/Toddler - T: Ms



I R M L U 4

DiCarlo, Anthony G: Infant/Toddler



X 4 3 4 E T

Dzerkacz , John G: Preschool - T: US



X 3 B R L V

Eilertsen, Adam G: Toddler - T: US



H W 8 1 U H

Francis, Rory & Rylee G: Prescho



S Q W S V Z

Gagliardi, Ava G: Pre-K - T: Miss Kyl



I S L C A 5

Galary, Mia G: Preschool - T: Miss I



8 W 1 Y H C

Graves, Isabelle G: pre-K - T: Miss



U Y 8 Q 1 V

Shooting an OPS Opticon Image Match Order



Opticon Scanner

Model: OPN-2004

Opticon Format Barcode



Clear Scanner Before
Starting a New Project



Sync Scan

1) Scan This card:



2) Take a picture of
this card.

For best results, no more
than 3 seconds should
elapse between steps
1 and 2.

Use **Opticon Format Barcode** to clear scanners before beginning a new project Use the **Sync Scan barcode** to sync the scanner with your camera.

Sync scanner and camera

Scan 'Sync Scan' barcode Note: It is critical that you shoot your "Sync Image" within 2 seconds after the SYNC Barcode is Scanned. Failure to shoot your SYNC image within 2 seconds of scanning could lead to mismatched images. If you aren't sure you fired your camera within two seconds, you can repeat the SYNC after clearing your Scanner and Deleting the first SYNC image you shot. (Tip: Turn Off your Auto Focus before shooting your SYNC Image to ensure your camera fires immediately. Don't forget to turn it back on!)

Photograph subjects

- Scan first subject barcode / photograph subject image(s)
- All images taken after the scan belong to that scan.
- Scan second subject barcode which ends image being assigned to previous scan / photograph next subject's image(s)

NOTE: Each subject needs to have their own barcode...add 'Walk Up Data' to your csv in advance of importing data anticipating students will need to be photographed that are not in the school's original data

Post Photography

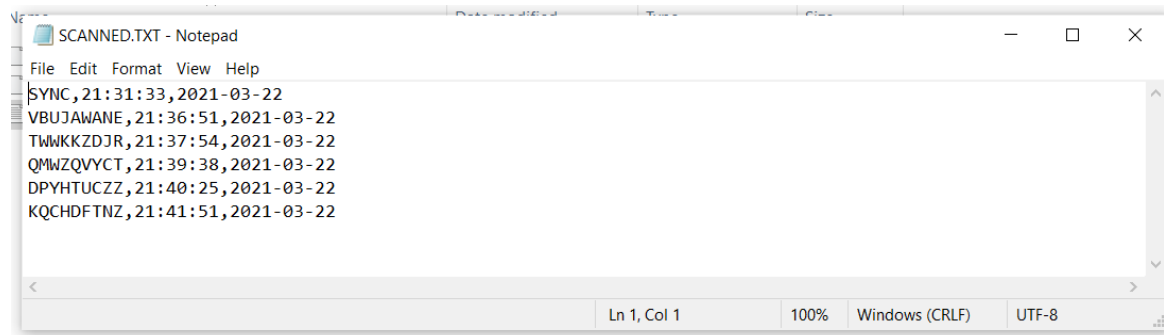
Connect the scanner to your computer with the cord that came with the scanner.
Find the 'scanner drive' / open it

> USB Drive (D:)

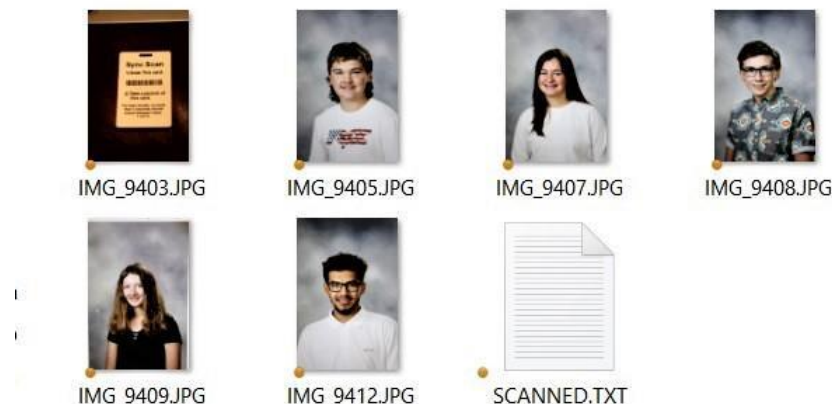
Name	Date modified	Type	Size
SCANNED.IDX	1/12/2036 1:29 AM	IDX File	1 KB
SCANNED.TMP	1/12/2036 1:29 AM	TMP File	1 KB
SCANNED.TXT	3/22/2021 9:43 PM	Text Document	1 KB

The box below is an example of how your Opticon scans appear in your SCANNED.TXT folder. The First line is your sync scan...all the data lines following the SYNC line are the subject barcode scans of each of the subjects that were scanned and photographed.

(Note: Scans are in chronological order and must not be adjusted in any way. Also the SYNC scan and Sync image must be present and the first item in order for our OPS software to match your images with the correct data.)



Place the Scanned.txt file in a folder along with all the images that are to be imported into OrderPix...INCLUDING THE SYNC SCAN IMAGE. Note: you may have taken multiple images of each subject. You can cull images prior to this folder but the images finally placed in this 'to be imported folder' will be matched with data in the OrderPix project.



Import images into OrderPix project.

View Projects | Tags | Email Marketing | Forms & Tools | Trash

< **Morley Elementary School 2021** Options Subjects Contacts Orders

To search for a subject click Ctrl + F to use your browsers search feature.

Subject Actions

Subjects (20)	Password			Subject Actions
Chelsea Adams	jxmkkpzpe	23456	5	QR Codes / Barcodes
Ellie Baron	fowrtjnd	34567	5	Add / Merge Subject Data Only
Chase Bateman	kqchdftnz	45678	5	Add / Merge Image Files Only
Audrey Benson	xkuwynmpq	56789	5	Add / Merge Subject Data and Images
Joan Bianco	yvcaxrnvd	12345	5	Add Option Scans and Images
Oaklee Briggs	qaqhtbzc	67890	5	Add Subject Manually
Jovani Carmona	pkhkexfrv	78901	6	Auto Crop Images (NEW)
Braxton Chatelain	knmmezmt	89012	6	Download PSPA Yearbook Files
Clara Cook	twkkzdfjr	90123	6	Download School Admin Files
Lunetta Fountain	rbxebeexv	12346	6	Download BackUp Files
Andrew Fuhrman	vbujawane	12347	6	* Remove All Matched Images
Tayven Gunter	wsmcdhfac	12348	6	* Remove All Subjects And Images
Hailey Howells	dpyhtuczz	12349	6	
Gage Joslin	ffnmbysph	23457	7	

Browse to scan file / image folder for the **SCANNED.TXT** file and the **Sync Scan jpg**

Upload both your SCANNED.txt and your sync scan jpg image file.

Add SCANNED.TXT: No file chosen

Add Sync Scan JPG: No file chosen

Upload both your SCANNED.txt and your sync scan jpg image file.

Add SCANNED.TXT: SCANNED.TXT

Add Sync Scan JPG: IMG_9403.JPG

Choose **'Upload Opticon Data'** button

Green bar indicates **'Scan data was added.'**

Scan data was added.

Add / Merge images files for: Morley Elementary School 2021 [Skip this step >](#)

Opticon Scan Data. [Remove Opticon Data](#) [Replace Opticon Data](#)

This will be used to match images to subject records.
If an image is already matched, this is not used.




SCANNED.TXT

IMG_9403.JPG

* Files with the same name as another file already in the project will overwrite the existing file. (merge/replace)
* Images must be at least 8x10 at 250 dpi. (30 megabyte max file size.)

At the bottom of this screen, **Select Image files to upload.**




SCANNED.TXT

IMG_9403.JPG

* Files with the same name as another file already in the project will overwrite the existing file. (merge/replace)
* Images must be at least 8x10 at 250 dpi. (30 megabyte max file size.)
* Files not meeting the size requirement will be skipped.
* File format must be jpg (png for green screen).
* Green screen images must be knocked out unless using our extraction.
* Images should be cropped for best appearance. We recommend 8x10 crop for best results.
* Images should be color and density corrected. Images will not be color corrected before printing.

Confirm Image Processing Settings (from project options)

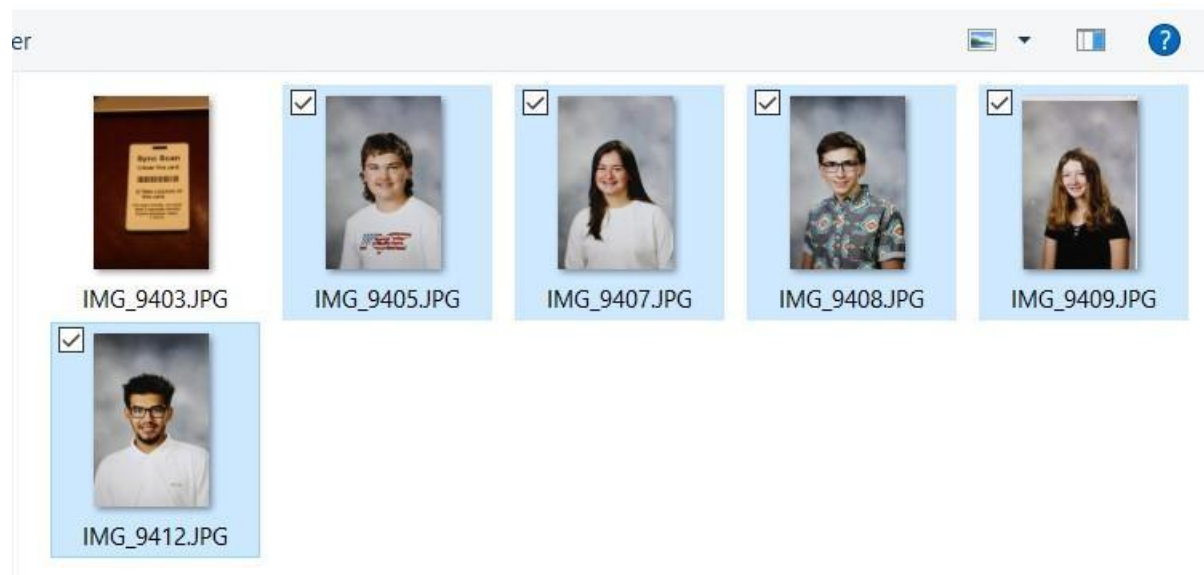
Perfectly Clear: [Manage custom presets](#)

[Update Project Settings](#)

[Select Image Files to Upload...](#)

Now Browse Out for the images to be uploaded.

NOTE: Do not select the Sync Scan Image...only the subject images



Start Upload

Confirm Image Processing Settings ([from project options](#))

Perfectly Clear:
Apply a Perfectly Clear preset to all files. Only 5¢ per file.
[Manage custom presets](#)

Update Project Settings

Select Image Files to Upload... 5 file(s) selected

Start Upload

Images have been uploaded and are matched to their subjects.

Subjects (20)	Password						
Chelsea Adams	jxmkkpzpe	23456	5	Bianco		Edit	Log in
Ellie Baron	fcwrtjnd	34567	5	Bianco		Edit	Log in
Chase Bateman	kqchdfnz	45678	5	Bianco		Edit	Log in
Audrey Benson	xkuwynmpq	56789	5	Bianco		Edit	Log in
Joan Bianco	yvcaxmvd	12345	5	Bianco		Edit	Log in
Oaklee Briggs	qaqhtbzc	67890	5	Bianco		Edit	Log in
Jovani Carmona	pkhkexfv	78901	6	Spencer		Edit	Log in
Braxton Chatelain	knmmezms	89012	6	Spencer		Edit	Log in
Clara Cook	twkkzdjr	90123	6	Spencer		Edit	Log in
Lunetta Fountain	rbxebeexv	12346	6	Spencer		Edit	Log in
Andrew Fuhrman	vbujawane	12347	6	Spencer		Edit	Log in
Tayven Gunter	wsmcdhfac	12348	6	Spencer		Edit	Log in
Hailey Howells	dpyhtuczz	12349	6	Spencer		Edit	Log in
Gage Joslin	ffnmybshp	23457	7	Carpenter		Edit	Log in
Sierra Lott	sqtxdsnqn	23458	7	Carpenter		Edit	Log in
Ella Mathews	cwmeskzhz	23469	7	Carpenter		Edit	Log in
Cadon Miles	qmwzqvyc	25690	7	Carpenter		Edit	Log in
Rylee Miller	kqhyqnutw	24680	7	Carpenter		Edit	Log in
Kalissa Myers	vbzxrdcp	13579	7	Carpenter		Edit	Log in
Abram Olson	nckcadqm	12458	7	Carpenter		Edit	Log in

Auto Matching Groups/Classes, or Teams to Individuals with OPS's Option Workflow

If your Opticon project requires Matching Individual Images to Groups or Classes, we recommend the following steps to ensure OPS will automatically match your Group/Class Photos to each child correctly.

Typically, the school or organization you are photographing will have the Grade, Homeroom, Teacher, or Team names already entered in the Excel file they give you before your shoot. It is important you identify which field name will be photographed for the project's group images so you can plan accordingly. If the group names are not included as part of the data the school sends to you, we recommend you ask the school for a new Excel File with the group information field included. Doing this ahead of time will save you a lot of time and stress from having to match up your group photos manually after the shoot.

Appending Data for Auto Group Matching

A note about appending your OPS Data.

The Group Matching instructions below require you to append your existing project data in OPS. *It's extremely important for you to follow the instructions below to ensure your project does not become corrupted with duplicate data.*

Do's and Don't when appending your OPS data

- When adding data to your project (such as Group Image file names) you should limit using the existing OPS project data fields to Ticket Code or Student Password and Group Name such as Teacher, Homeroom, Grade or Team if you're working with a Sports Project, plus the groupimage column containing the .jpg file name.

- Never upload your appending data without the OPS's ticket code or student password included in your new data. The only exception to this rule would be if you are adding a new student's name that was not included in the original posted data.
- Flow Users: A ticketcode is still needed for new subjects if your ticket codes were generated in Flow.

Recommended Workflow for Auto Group Matching

The sample school data below displays normal school shoot data with the Teacher's Column being used for the Group Names. After shooting your group photos, we recommend you re-name your Group files the same as the Teacher's name along with a **.JPG** (Important! Each file must have a **.jpg** at the end.)

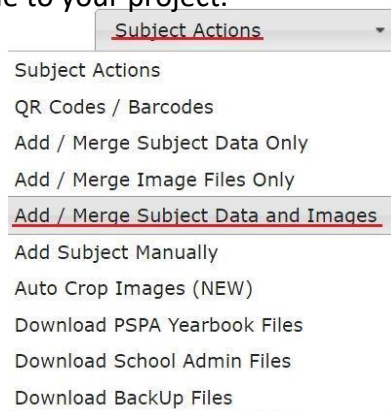
As you can see in the data sample below, the School Project has been sorted by Teacher's names. The Group file names are named the same as all the Teachers. Sorting and naming your Group's in this manner will insure each child will be matched up with their group photo automatically by the lab when your orders are printed.

Note: The method above will also work if your school is using Grades or Home Rooms for their Group Photos. In the Group Image Field, simply re-name your files 001.jpg, 002.jpg etc., for each grade or 0191.jpg for Home Rooms to get the same results. (Window users should always pad their number filenames with at least two zero so your files sort in the correct sequence.)

(Note: Inexperienced Excel users should check out this YouTube Video on Filling Down Columns: [Auto Fill Data.](#))

First Name	Last Name	Ticket Code	Student Password	Group Image	Teacher	Grade	Homeroom
Ava		2SVQGWZ7	8992949581	BLONSHINE.jpg	BLONSHINE	5	191
Nathan		MSADQSS4	0099402262	BLONSHINE.jpg	BLONSHINE	5	191
Edward		UEHHVEZN	8681799495	BLONSHINE.jpg	BLONSHINE	5	191
Andrew		FTFVPHHS	1061496928	BLONSHINE.jpg	BLONSHINE	5	191
Alexis		77CA2ZMH	2958790130	BLONSHINE.jpg	BLONSHINE	5	191
Charlie		KHKNZPTT	8761020617	BLONSHINE.jpg	BLONSHINE	5	191
Oriana		4865HDWA	2917789641	BLONSHINE.jpg	BLONSHINE	5	191
Cashie		MWWTJRD	8279849379	BLONSHINE.jpg	BLONSHINE	5	191
Tyler		8VYT6D7A	8818335512	BLONSHINE.jpg	BLONSHINE	5	191
Vanessa		ANQY3CM6	3384410571	MESSIER.jpg	MESSIER	5	202
Madison		MSADQSS4	0099402262	MESSIER.jpg	MESSIER	5	202
Kayla		MSADQSS4	0099402262	MESSIER.jpg	MESSIER	5	202
Veronica		6VWMMDHW	2955123450	MESSIER.jpg	MESSIER	5	202
Alida		NCHDJS4M	6134018458	MESSIER.jpg	MESSIER	5	202

Now go to the Subjects Page, click on the **Subjects Actions** link and then select the **Add / Merge Subject Data Only** line to add your appended .csv file to your project.



After uploading your appended data, the next step is to upload all your group image files. Simple login into **Subjects Action** button once again and this time select the **Add / Merge Image File Names Only**. Follow the same steps you took in uploading your individual files to **upload your Group image files**.

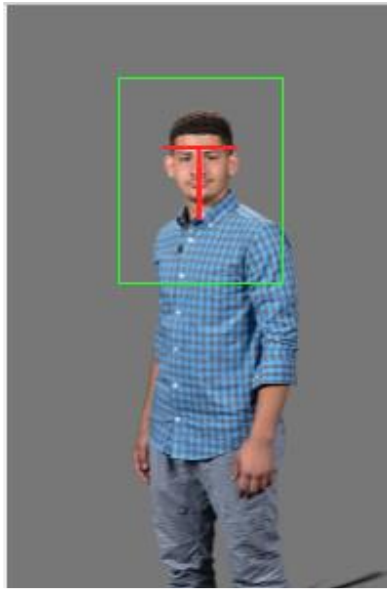
After both your new data and group image files are posted, your project Subject Page will display both the individual and group files in the appropriate student galleries.

Ava	2SVQG27	8992949581	5	BLONSHINE		Edit	Log in
Nathan	M5ABQ534	6059402262	5	BLONSHINE		Edit	Log in
Edward	UEHHVEZN	8681799495	5	BLONSHINE		Edit	Log in
Andrew	FTFVPHHS	1061496928	5	BLONSHINE		Edit	Log in
Alexis	77CA2ZMH	2958790130	5	BLONSHINE		Edit	Log in
Charlie	KHKNZP7T	6761020617	5	BLONSHINE		Edit	Log in
Oriana	4865HDWA	2917789641	5	BLONSHINE		Edit	Log in
Gabriel	MWWRYJKD	6279343570	5	BLONSHINE		Edit	Log in
Tenley	8MGT2BPC	2981885171	5	BLONSHINE		Edit	Log in
Vanessa	8YXTSD7A	8810335512	5	BLONSHINE		Edit	Log in
Madison	ANQY3CM6	3384410571	5	MESSIER		Edit	Log in
Kaylanni	BXTZYQAZ	9053669141	5	MESSIER		Edit	Log in
Abigail	2NQ4EX8R	6488626512	5	MESSIER		Edit	Log in
Veronica	6VWMDHW	2955123450	5	MESSIER		Edit	Log in
Alida	NCHDJS4M	6134018458	5	MESSIER		Edit	Log in

Congratulations, your Groups Files are now matched to each subject!

OPS Auto Crop Instructions

OPS's Auto Crop Option is a Free, Easy, and Convenient way to crop your images before posting them to your OPS Gallery. Auto Crop employs Facial Positioning technology to ensure your crops are consistent from subject to subject. Auto Crop is only available when the OrderSchoolPix URL is selected on your Project's Option page.



Setting Up OPS Auto Crop

After Posting your images to your OPS Project, go to Subjects > Subject Actions > and then click on the Auto Crop Images line in the drop-down window. (Note: Auto Crop can be applied at any time, does not matter how long your project has been posted online.)

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[<](#)
Blackhawk High Auto Crop
[Options](#)
[Subjects](#)
[Contacts](#)
[Orders](#)

To search for a subject click Ctrl + F to use your browsers search feature.

Subjects (522)	Password	
ANGEL MUNZEK	hkhtntcew	22166
CEBRAN NETHERLAND	rfqznzdrk	22168
BAILEY NICELY	pmuwnfnfy	22169
JOSEPH NICHOL	qzdvpahfs	22033
CASSANDRA NIXON	pmacchzmf	22170
EMILY O'ROARK	zfezcaqy	22036
KATHERINE O'ROARK	xxrpqdyu	22037
JOSHUA PAULOVICH	zyutuvyth	22173

Subject Actions

Subject Actions

QR Codes / Barcodes

Add / Merge Subject Data Only

Add / Merge Image Files Only

Add / Merge Subject Data and Images

Add Subject Manually

Auto Crop Images (NEW)

Download PSPA Yearbook Files

Download School Admin Files

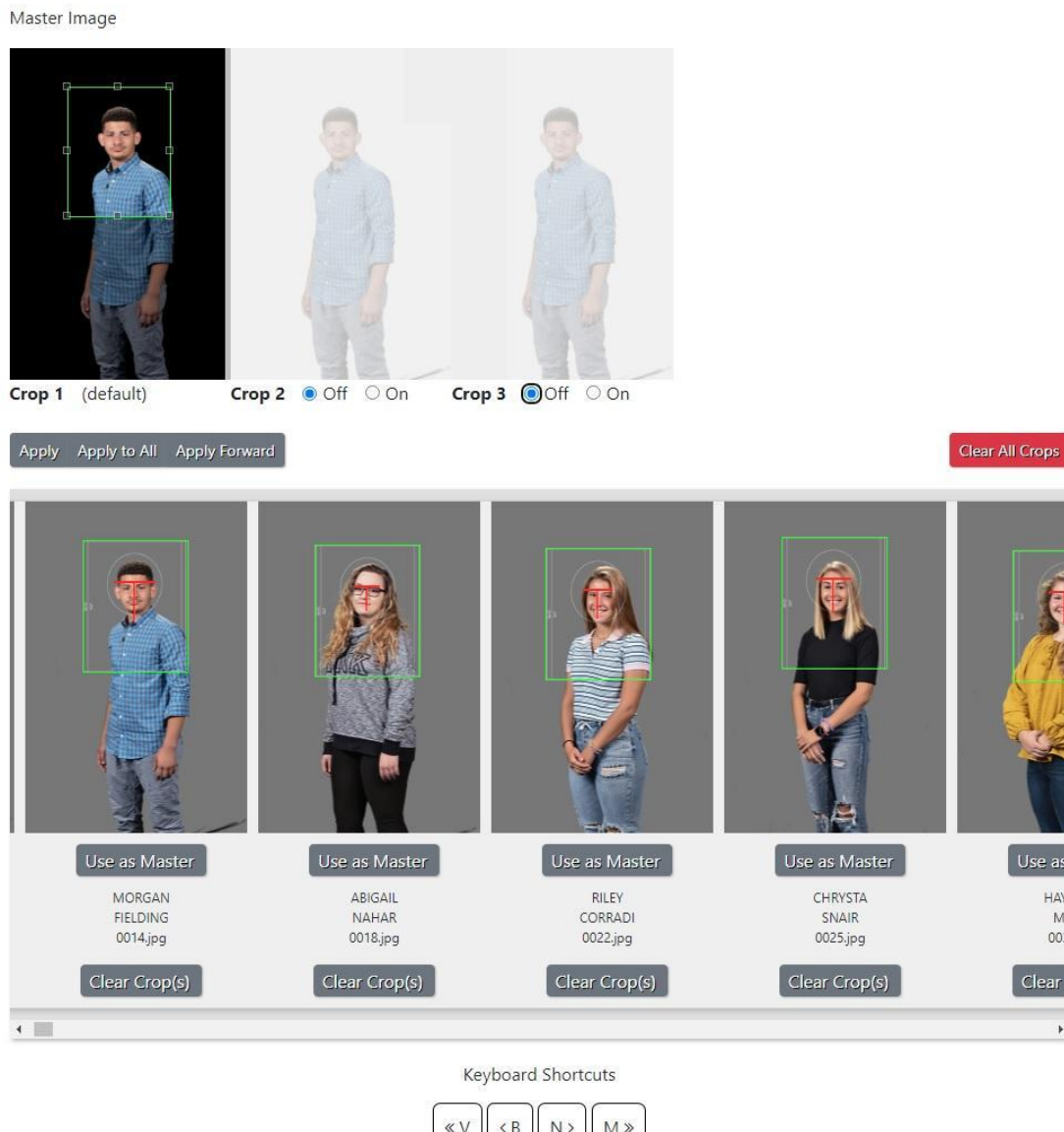
Auto Cropping Instructions

Enable Auto Crop For This Project ☐ Off ☒ On

Set up a crop and the system will automatically set that crop on all images based on the subject's head position.

Instructions:

- - First select a suitable master image. One that represents an average face location.
- - Enable the additional crops (2,3) if desired (You can add additional crops later, but you will need to re-check everything after).
- - In the master image box(s), adjust the crop(s) to your liking.
- - Click "Apply to All".
- - Scan through the images and check for accuracy and correct any face detection errors. Adjust head detection error corrections by dragging the red face reticle (upside down "T") to the desired location (align with center of nose and forehead). The crop(s) for the image will follow the reticle position.



Multiple Crop Option

Our Auto Crop service also allows you to offer your clients 3 different crops from the same pose! Shoot a 3/4 length photo for your first image and then set your crop position in OPS Auto Crop so you can offer two additional crops of your original image. This is especially effective for Green Screen Shooters because parents will be able to purchase different cropped prints and backgrounds. Basically it is like selling three poses from a

single image. Important Note: The Default Crop is always used for Admin & Yearbook Files, as a result we recommend you always crop the 1st / Default Crop to a Head & Shoulders Crop.

Master Image

Crop 1 (default)

Crop 2 ☐ Off ☒ On

Crop 3 ☐ Off ☒ On

Apply

Apply to All

Apply Forward

Clear All Crops

Use as Master

MORGAN
FIELDING
0014.jpg

Use as Master

ABIGAIL
NAHAR
0018.jpg

Use as Master

RILEY
CORRADI
0022.jpg

Use as Master

CHRYSTA
SNAIR
0025.jpg

Use as

HAY
MA
003

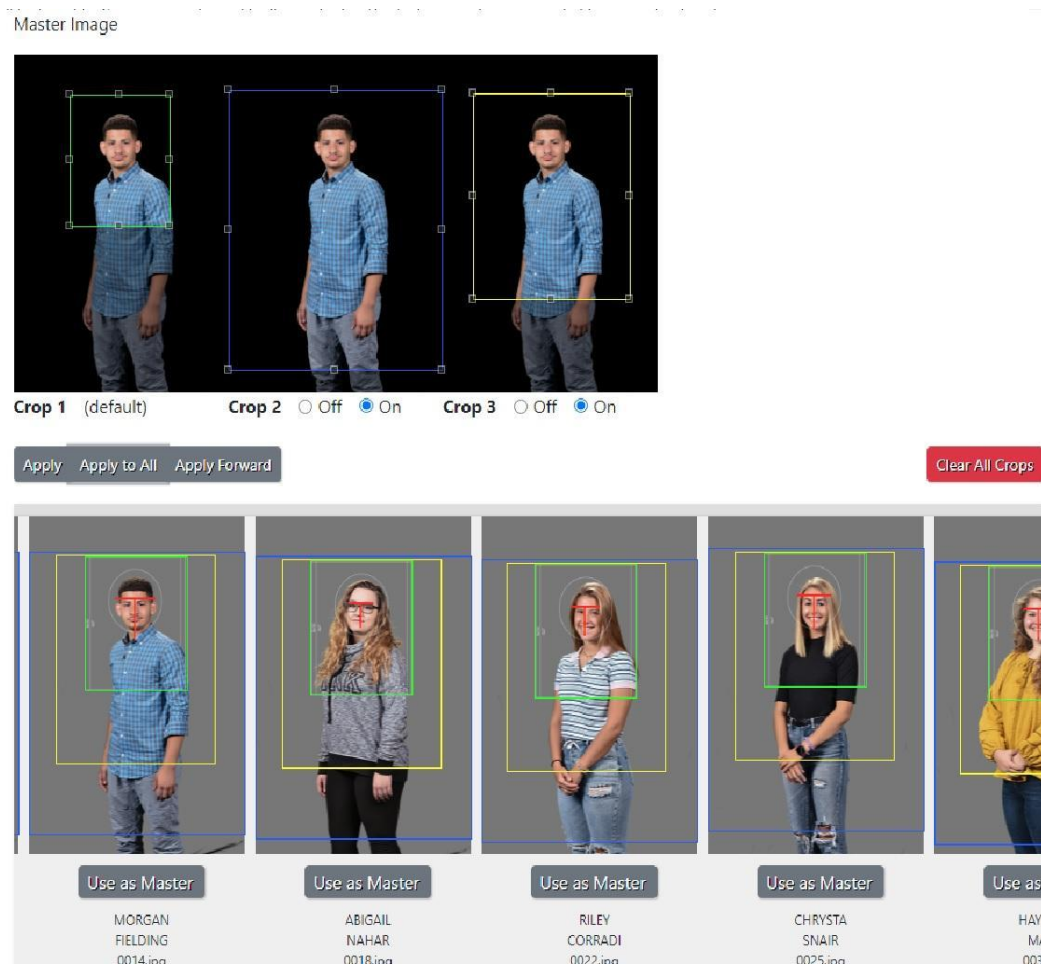
Auto Cropping Tools

Auto crop offers a full set of tools below each of your images so you can make any image your Master Image, identify the file name and subject you are working on and the ability to Clear the Cropping of any image. The second set of tools below are Keyboard Shortcuts which allow you to move the images left or right individually using the “B” & “N” keys on your Keyboard to jump an entire page set left or right using the “V” & “M” keys.

Limitations: This feature is intended for schoolwork where all shots are vertical and of similar zoom/head-size.

This option only works for vertical individual images. No horizontal, group or layout creator images will be cropped. If using image tags, only "Crop 1" of an image will be tag-able. Crops are constrained to .8 aspect ratio. **This feature is not recommended for non-school work.**

Hint: Use F11 to toggle full screen mode. Use V, B N, and M keys to scroll images right and left. Use Ctrl-f to search for name or file name. Everything on this page auto-saves



Multiple Crop Examples

Below are examples of the consumer view of a single image auto cropped and posted as three different sizes. OPS also supports Multiple Poses and Background Packages; samples of both options can be seen below.

Sample Images of the same subject image cropped as 3/4, Head & Chest and Head and Shoulders with different backgrounds.

Samples of a Multiple Pose Package and how to order it by clicking and dragging both images and backgrounds into the package's various print sizes.

Contact your ACI Studio Consultant or Customer Service for more info on how to offer Multipose and Backgrounds to your clients with OPS.

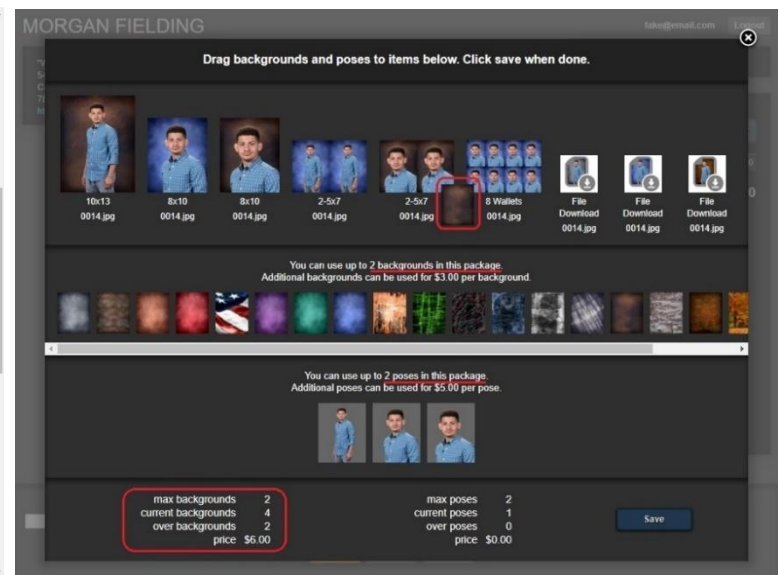
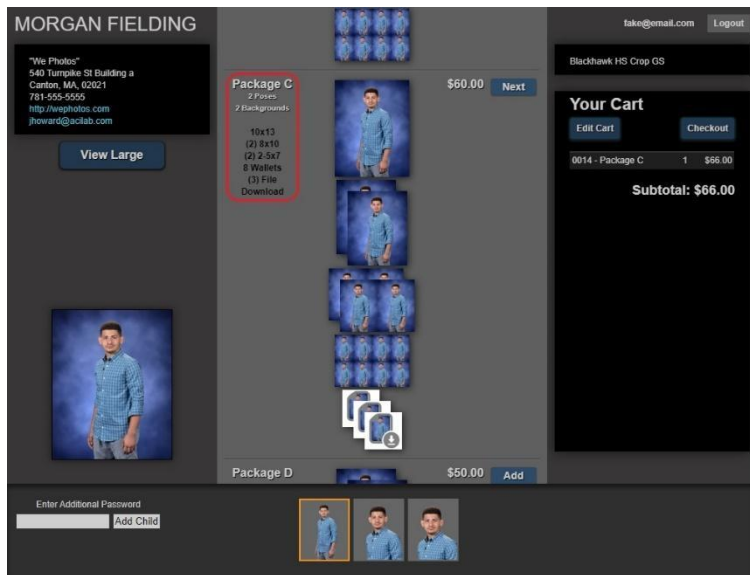
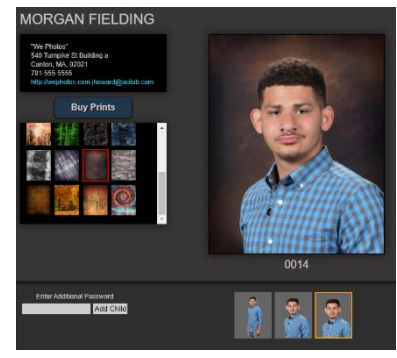
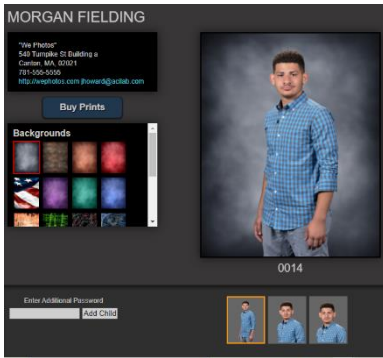


Image Processing

Color Correction / File Adjustment / Green Screen

Making your images look great before posting them on OPS is critical to your studio brand and success. OPS offers three unique file adjustment services to ensure your images are adjusted to the highest quality standards.

How to Order OPS's Image Processing Services can be located by navigating to your Project's Options and then clicking on the Image Processing Tab, then select the Correction Method you prefer.

Please note: Be sure to request Image Processing on your project BEFORE uploading your files.

Service Descriptions:

OPS/ACI Color Correction: OPS offers two types of Standard Color Correction, Global and Individual. Please see the description of each service below.

Project Options:

General

Shipping / Taxes

Promo Codes / Discounts

Tags

Image Processing

Misc.

Image Processing Settings
Images will be queued for processing as they are uploading to the server using the settings below.

Color Correction:
This will queue a correction process for all uploaded images. Note this process takes 1-2 working days. **This setting must be set before you upload the files otherwise you will need to re upload them.**

☒ None
☐ Global Color Correction - N/C Files must be of the same background.
☐ Individual Color Correction - 10¢ per file

Extract Green Screen:
Upload images with green background and we will knock-out the green. Note this process takes 1-2 working days per 1000 images after color correcting and is billed at 33¢ per image. Images will be queued for extraction as they are uploaded. **This setting must be set before you upload the files otherwise you will need to re upload them. Green screen only. No Blue screen at this time. A green screen test is required before requesting extraction.**

☒ No
☐ Yes

Global Correction is only available to Volume orders that have been shot using the same background with consistent studio lighting. Projects with Inconsistent lighting & exposure (in and outdoors) should request Individual Color Correction. An ACI Color Technician will inspect your entire order and make a Single Global Correction for all the images in your project. We recommend you review your project first before requesting this service to make sure your project's files are consistent. They do not have to be perfect (although we would not mind), just consistently the same so we can make one adjustment for all your files. Global Color is a Free Service.

Please note: Inconsistent Project Images that are not suitable for Global Color Correction are subject to being automatically moved to our Individual Color Correction Service.

Individual Color Correction

Individual Color Correction should be requested on projects shot under a variety of lighting conditions, which resulted in your files being inconsistently exposed. Our Color Technicians will review all your files individually and adjust them (if necessary) so all your file's Color and Density match as closely as possible.

Individual Color Correction charge is **\$0.10 per file.**

Please note: Our Individual Color Correction Service makes every effort possible to adjust your files to be as consistent as possible. However, there are limits as to how much correction can be done. Files that are (extremely) poorly exposed, shot in the wrong Color Space, and/or White Balance may not yield acceptable results.



Green Screen Extraction

OPS/ACI Green Screen Extraction service employs [36Pix](#) as our exclusive knockout provider. 36Pix award-winning green screen technology is recognized around the world for its unmatched quality. 36Pix's technology and integration allows us to simplify and streamline our knockouts process for a fast turnaround and optimum quality.

How to Order OPS's Green Screen Extraction Services can be located by navigating to your Project's Options and then clicking on the Image Processing Tab, our Extract Green Screen Option can be found at the bottom of the page. Please **Note: You must "turn on" the Extract Green Screen button BEFORE uploading your files.**

Project Options:

The screenshot shows the 'Project Options' interface with the 'Image Processing' tab selected. Under 'Image Processing Settings', there are two main sections: 'Color Correction' and 'Extract Green Screen'. The 'Extract Green Screen' section is highlighted with a red box, and a red arrow points to the 'Yes' radio button. The text in the 'Extract Green Screen' section reads: 'Upload images with green background and we will knock-out the green. Note this process takes 1-2 working days per 1000 images after color correcting and is billed at 33¢ per image. Images will be queued for extraction as they are uploaded. This setting must be set before you upload the files otherwise you will need to re upload them. Green screen only. No Blue screen at this time. A green screen test is required before requesting extraction.'

Green Screen Knockouts

Upload your Green Screen Images via OPS by clicking **Yes** in the Extract Green Screen section of our Image Processing page. We will knock out your file's Green Background and convert them to a PNG file. Normal completion time for file knockouts is 1-2 working days. It is strongly recommended you Test your Studio's Green Screen Setup with us before submitting any files for knockouts. You can send us your **Green Screen Test** files by going to your Projects Page > Clicking on the **Add a Project** button > then Clicking on the Test Button in the Green Screen Section of the project setup window. Our staff will knock out, print and review up to 10 of your images at no charge. (Note: Other Solid Color Background Colors knockouts are also available. Please contact Customer Service for details on acceptable background colors and pricing.)

Individual ¾ Length Green Screen Knockout Files are priced at \$0.30* per file.

(*Prices are subject to change at any time.)

Studio Self Extract Green Screen Knockout Workflow

Critical Note: It is extremely important for studios handling their Green Screen Knockouts outside the OPS environment to follow the instructions below. Failure to follow our workflow instructions for your project's Green Screen files could result in many additional hours of extra work and needless remakes.

Working with Green Screen files that have NOT been Knocked Out

(Using a copy of your project's .Jpg or Raw files, shot with either QR Codes or an Opticon scanner.) Use your normal Lightroom/Bridge workflow to import your .JPG/Raw files to cull, crop and correct your images. Export your .JPG/Raw files out of Lightroom as .jpg files at an 8x10 crop ratio and sized at 80%, Making Certain your files retain their **Original File Names from your shoot.** (Absolutely No exceptions.)

Next go to OPS and upload a copy of the .jpg files you exported from Lightroom/Bridge to your project using the normal OPS QR Code or Opticon project posting recommendations. Note: **The .jpg files you will be uploading should still have Green Screen Backgrounds.**

Double check your Subjects page to make sure all the images you posted to your project are assigned to the correct data.

Now using a copy of the .jpg files you exported from Lightroom/Bridge to import to your Green Screen knockout software and Knockout your Backgrounds. (If you are using a different Green Knockout service, simply send your files out to your vendor for knockout services.)

After all your Green Screen Background files have been extracted, the file name extensions will be changed from .JPG to .PNG. (Note: Once again make sure your files export out names exactly the same file name as your originally named files except with a .png extension.)

Next go back to your Project's **Subjects** screen and click on the **Subject Actions Tab** and then Click on the **Add/Merge Image Files Only Line** to post your Knocked out .png files. OPS will over right your .jpg files with the New Knocked Out .png files providing they still have the same file names.

Client Registration

Can't get email addresses or data for your shoot? We have a solution for you, have your clients Register before being photographed at your next event! OPS's Client Registration service will gather all your clients' data and make it available to you as a .CVS file download. You will also be able to create QR Codes from the data for your shoot, or Bar Codes if you're an Opticon user.

Never again will you have to worry about getting data for a shoot!

Login to your OPS Admin Page and Click on the **Add a Project** button

(Note: You can also give your clients a PrePay option when Pre-Registering, see page #45 for more details.)

My Account

Projects

Pricing

Backgrounds

Orders

Shoot Schedule

View Projects

Tags

Email Marketing

Forms & Tools

Trash

?

Projects (26)

Add a Prepay Project

Add a Project

Alex Wilson Class of 2021	Options	Subjects
Canton Graduation Proofs	Options	Subjects
Canton Graduation Shoot PrePay (hidden)	Options	Subjects
Test Project	Options	Subjects
Demo I	Options	Subjects
Dance Outfit PrePay (hidden)	Options	Subjects
Dance School Proof Order Test	Options	Subjects
Deposit Test	Options	Subjects
Easton Dance Registration	Options	Subjects

My Account

Projects

Pricing

Backgrounds

Orders

View Projects

Tags

Email Marketing

Forms & Tools

Trash

Add a Project ?

Project Name:

Your Dance School

Project Type:

Dance - OrderDancePix.com

Gallery Message:

Price List:

Dance School Test Pricing

Greenscreen:

No

Yes

Test

Submit up to 10 greenscreen files for review by our team.

Order Mode:

Batch Orders (volume)

Orders are held and batch processed at the specified date(s).

Orders are individually packaged and either shipped to the shopper or shipped together to your studio. (volume pricing at \$1.18 / unit (+ drop shipping if applicable)). Then the project's mode is switched to Individual Orders (re-order).

Date(s) for Batch Ordering to End:

11/30/2021

Optional

Optional

1st

2nd

3rd

Order Sort Priority

Alpha

1st

2nd

3rd

(default: Last Name, First Name)

Complete your **Add a Project** Setup Details...Note: Please be sure to select **Batch Mode** for Proof style orders.
Don't forget to click the **Save Button** at the bottom of the form.

After saving your Project Setup form, go to the Options page and click on the **Links** button.

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My Account Projects Pricing Backgrounds Orders Shoot Schedule Logout ?

View Projects Tags Email Marketing Forms & Tools Trash ?

< Easton Dance School Registration Options Subjects Orders

Project Options: Save all tabs

General Shipping / Taxes Promo Codes / Discounts Tags Image Processing Misc. Links

Project Name: Easton Dance School Registrati

Project Type: Dance - OrderDancePix.com

Gallery Message:
 255 character limit. 255 remaining
 Allowed tags:
, <a>, <u>,

Next Go to the Bottom of the Links page and click on the **"Print a Registration QR Code Sign."**

< Order Entry PrePay Test II Options Subjects Orders

Project Options: Save all tabs

General Shipping / Taxes Promo Codes / Discounts Tags Image Processing Misc. Links

Link to Project login:
 <http://kwilson.orderschoolpix.com/48184> visit copy

Link Code: HTML for placing a link on your site.
 `<a href="http://kwilson.orderschoolpix.com/48184">Order Entry PrePay Test II</a>` copy

Short Url: useful for when shoppers will be typing in the url address.
 ospgg.com/1F10 visit copy

Print a Registration QR Code sign:
 ospgg.com/reg/48184 print visit copy

QR Code: To this project gallery search page.

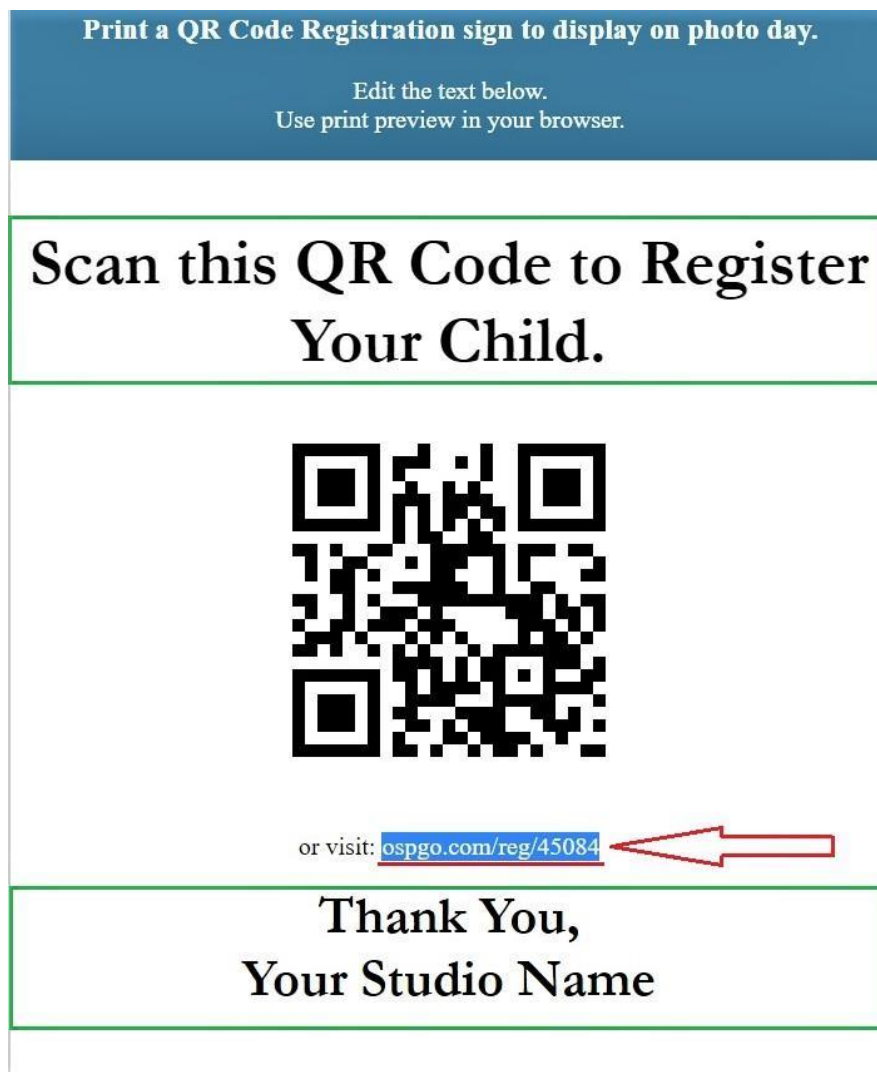


The QR Code Registration Page offers you a couple of different options for you to consider in acquiring a data list for your project. First it contains a **Shortcut Link** you can copy and email to your prospective clients. The

QR Code Registration page is editable so you can edit the two text boxes for any pre-registration event and then print the Registration Flyers out on your printer so they can be displayed at your shoot.

Client Registration QR codes are automatically created specifically for each project. When your clients scans your project's QR code with their **mobile device or logs in via the Registration shortcut URL**, the device (iPhone, tablet, computer etc.) will automatically open your QR Code Registration Page. (See Sample Below.) Your client can then fill in the registration information fields and submit the info directly to your OPS project's Subjects Page. All project registration client's info will be listed on your project's Subjects webpage. (See additional details below.)

You can also add the QR code to your studio's Flyers/Envelopes, by simply copying the QR Code on the page. Right Mouse Click the QR Code and then select the **Save image as....**line. (Appears after the right mouse click.)



Sample of the Save As Option when you Right Mouse Click your Project's QR Code



Below is a sample of the QR Code project Registration screen on an iPhone.
(Note: OPS's Registration page will open on any device, including a computer screen.)



Register your info

Child's First Name

Child's Last Name

Email address (you can add up to 3)

1st

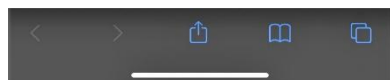
2nd

3rd

We'll never share your email with anyone else.

Phone

Submit



All Pre-Registrations will be listed on your **OPS Project's Subjects Page**.

My Account Projects Pricing Backgrounds Orders Shoot Schedule Logout ?

View Projects Tags Email Marketing Forms & Tools Trash ?

< **Easton Dance School Registration** Options Subjects Contacts Orders

To search for a subject click Ctrl + F to use your browsers search feature.

Subject Actions

Subjects (9)	Password		
Laurie Austin	hdwxemdqn	Edit	Log in
Jennifer Blaire	pptxdfce	Edit	Log in
Linda Hagar	ctcknknhz	Edit	Log in
Crystal Trask	fmradcjhp	Edit	Log in
Mary Bowden	szuesjfdn	Edit	Log in
Jenny Churchill	nmqtrsapp	Edit	Log in
Betty Durvin	uzvuymrcv	Edit	Log in
Anita Hobbs	tdrdhdnru	Edit	Log in

After the Pre-Registration Process has ended, you can convert your Subject Names to QR Codes or Barcodes for your shoot. Simply Click on the Subject Actions Dropdown Arrow, and then the QR Codes / Barcodes line. A new window will open for selecting and printing the style QR or Barcode you would like to use.

< Easton Dance School Registration

[Options](#)[Subjects](#)[Contacts](#)[Orders](#)

To search for a subject click Ctrl + F to use your browsers search feature.

[Subject Actions](#)

Subjects (9)

Password

Laurie Austin	hdwxemdqn
Jennifer Blaire	pptxdfce
Linda Hagar	ctcknknhz
Crystal Trask	fmradcjhp
Mary Bowden	szuesjfdn
Jenny Churchill	nmqtrsapp
Betty Durvin	uzvuymrcv
Anita Hobbs	tdrhdnru
Jean Smith	jhpfdgfh

Subject Actions

- QR Codes / Barcodes
- Add / Merge Subject Data Only
- Add / Merge Image Files Only
- Add / Merge Subject Data and Images
- Add Subject Manually
- Auto Crop Images (NEW)
- Download PSPA Yearbook Files
- Download School Admin Files
- Download BackUp Files

Please refer to our [QR Code](#) or [Opticon Image Match Instructions](#) for details on selecting and printing your Bar or QR Codes and Posting your images.

Registration PrePay Option.....

Adding a PrePay Option to your Client's Registration is also available, simply click on the **Add a PrePay Project** button (Instead of the Add a Project button) and create a PrePay project for your shoot. Next go to the Links screen to access your Registration Links. After your clients complete their registration form, their confirmation will include a PrePay for Photos button. Clicking on the button will take them to your project's PrePay screen.

< Order Entry PrePay Test II

Options

Subjects

Orders

Project Options:

General

Shipping / Taxes

Promo Codes / Discounts

Tags

Image Processing

Misc.

Links

Link to Project login:

http://kwilson.orderschoolpix.com/48184

visit copy

Link Code: HTML for placing a link on your site.

Order Entry PrePay Test II

copy

Short Url: Useful for when shoppers will be typing in the url address.

ospgo.com/1f10

visit copy

Print a Registration QR Code sign:

ospgo.com/reg/48184

visit copy

QR Code: To this project gallery search page.



You're All Set.
Thank You.
Ken is Registered.

[Pre-Pay for Photos](#)