



Batch/Proof Setup with Pre-Matched Data

The following instructions are intended for studios using image matching programs other than our own QR Code and Opticon Image Matching software such as [Photolynx's Flow Software](#), or [NextGen Photo Solutions](#).

Before you begin if you're a new user of OPS, you should have your Stripe account setup completed and Stripe's Live Keys pasted into your OPS payment page. Also having your OPS price list setup and ready for ordering before going live with your project is also recommended.

Getting Started

Please double check your .CSV file's data and make sure it contains a minimum of the following data columns, First Name, Last Name, Ticketcode and or Student ID, Image Name (with .jpg extensions). Teacher, Grade, and Homeroom columns are optional, but we do recommend having data in the Teacher or Homeroom columns depending on how you are shooting your Group Photos. Also getting the parents email addresses from the school included with the school data is extremely helpful in using OPS's email marketing program on notifying parents about their child's photos being posted for review and purchase.

Creating a Batch/Proof Project

Login to your OPS Admin Page and Click on the Projects link and then Click on the Add a Project button.



Complete Your Projects Info Data

In the next window fill-in all the project data fields that apply to your project and then Click on the Save button at the bottom of the page.

Add a Project

Project Name:

Project Type:

Gallery Message:

Price List:

Greenscreen: ☒ No ☐ Yes ☐ Test
Submit up to 10 greenscreen files for review by our team.

Order Mode: ☒ Batch Orders (volume) ☐ Individual Orders (re-order)

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 \$1.20 / unit (+ drop shipping if applicable)). Then the projects mode is switched to Individual Orders (re-order).

Date(s) for Batch Ordering to End:
 1st
 2nd
 3rd

Order Sort Priority:
 1st
 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 \$2.00 / unit + drop shipping)

Uploading your Data and Images

Next Click on the Subjects link, then the Subject Actions dropdown link, then select the Add/Merge Subject Data and Images line.

Project successfully added.

< Batch Proof Order Test [Options](#) [Subjects](#) [Contacts](#) [Orders](#)

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

Subjects (0) **Password**

Subject Actions

- Subject Actions
- Add / Merge Subject Data Only
- Add / Merge Image Files Only
- Add / Merge Subject Data and Images
- Add Subject Manually
- Add Walk-ups

Now Click on the Add Data and Images Button

Add / Merge Data to Batch Proof Order Test

Two steps

1. Upload your csv data file.
2. Map the fields to OSP's data fields.

Step 1. Upload CSV

Next Map your Data Fields & Click on the Import Data Button

(Note: The Password & Student ID are both mapped as the Student ID. If you desire you can also use the Ticketcode Column in the Password field.)

Step 2. Map Fields for Batch Proof Order Test

Map your fields to the corresponding OSP fields :

Note on Passwords: We will group together multiple rows with matching password v

OSP fields	CSV fields
First Name	= First Name
Last Name	= Last Name
Password	= Student ID
Student ID	= Student ID
Image Name	= Image Name
Group Image	=
Email	= Email
Phone	= Phone
Nickname	=
School Name	=
Year	=
Grade	= Grade
Home Room	= Home Room
Teacher	= Teacher
Period	=
Coach	=

Next Select your Image Files to Upload

Double Check your Image Processing Setting to Select Perfectly Clear & File Color Correction Options.

Next Click on the Select Image Files to Upload....

Add / Merge images files for: Batch Proof Order Test

[Skip this step ->](#)

- * 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)

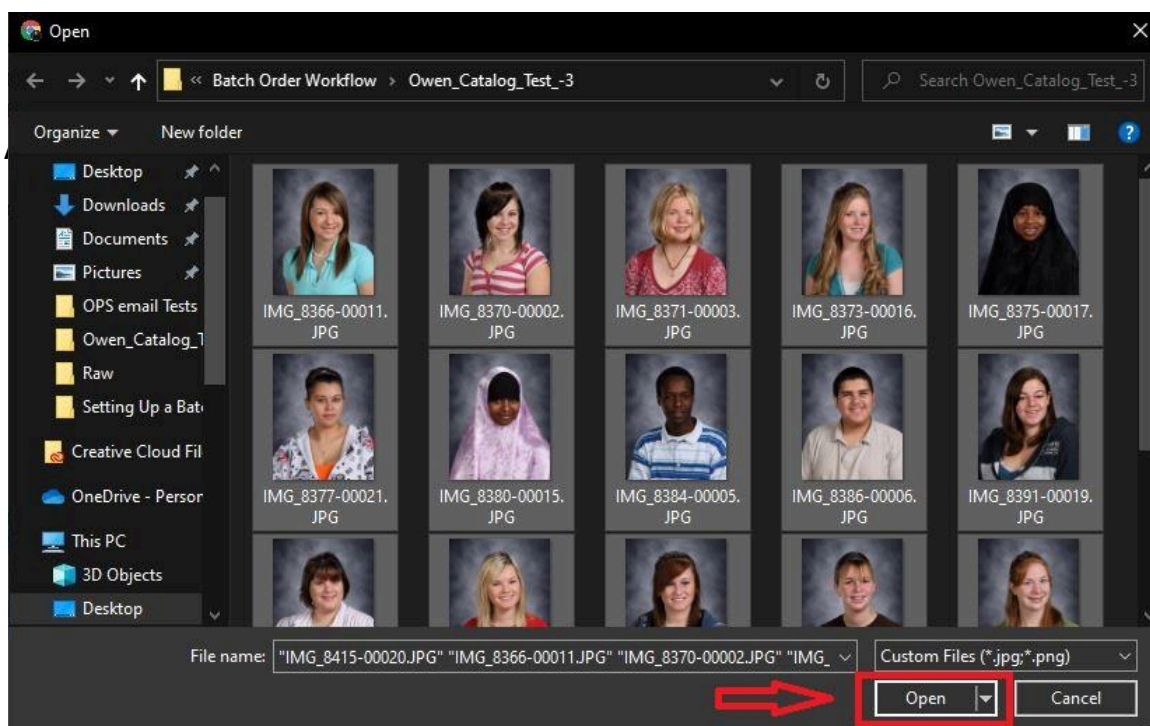
Perfectly Clear:
Apply a Perfectly Clear preset to all files. Only 5¢ per file.
[Manage custom presets](#)

Color Correction: ☒ None
☐ Global Color Correction - N/C
☐ Individual Color Correction - 10¢ per file
Note this process takes 1-2 working days.

[Update Project Settings](#)

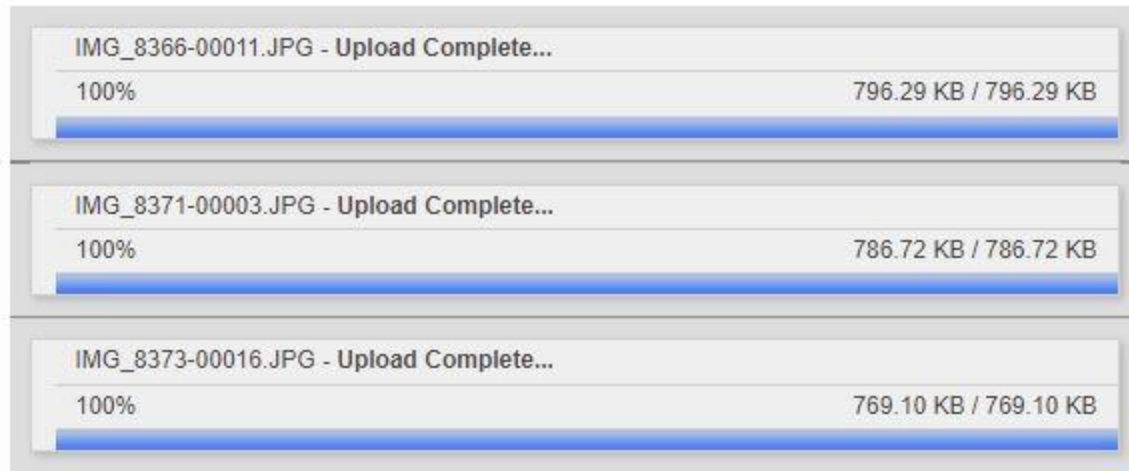
[Select Image Files to Upload...](#)

After Clicking on the Select Image Files to Upload, browse to the folder containing your images and Highlight all the images you need to upload. Then Click on the Open Button.



Select Image Files to Upload...

20 file(s) Uploading... 19 file(s) Remaining...



When all your Images are Posted, OPS will open your project's Subjects Page where all your images and data will be displayed.

We recommend you Login to one of your subjects to make sure your project is set up and displaying correctly.

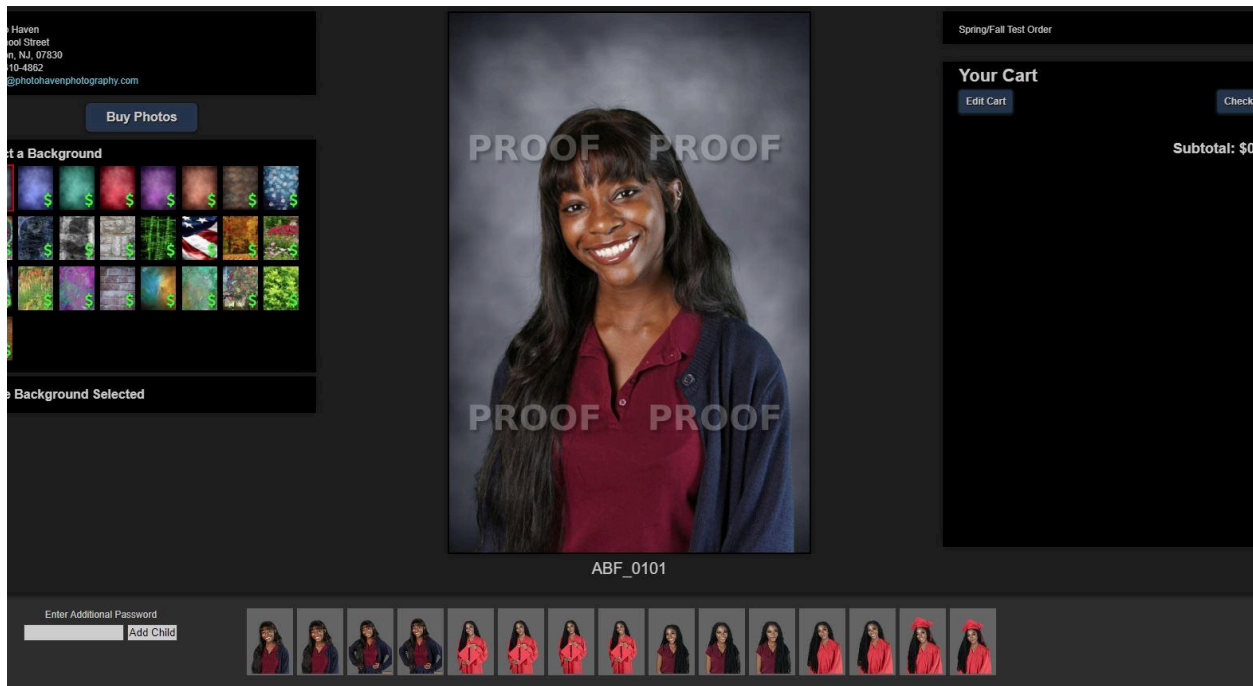
Uploaded 20 Images

< **Batch Proof Order Test** Options Subjects Contacts Orders

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

Subject Actions

Subjects (20)	Password	Image records (20)
Ezequiel Gutierrez	28571	28571 10 113
Evelyn Jacobo Patino	28820	28820 10 113
Chelsey Orihuela	28885	28885 10 114
Alaijah Smith	29069	29069 10 114
Christina Thomas	29236	29236 10 114
Samuel Brown	26920	26920 11 112
Nayeli Gonzalez	29006	29006 11 112
Veronica Himmelrick	29013	29013 11 113
Maggie Wagner	28920	28920 11 114
Diana Zavala	29225	29225 11 115
Travis Bordier	29091	29091 12 112
Anthony Gutierrez	28510	28510 12 112
Surenja Kormes	27761	27761 12 113
Nicholas Melton	28703	28703 12 113
Jennifer Romero	28427	28427 12 114
Isabel Aguilera	28422	28422 9 112
Faith Nelson	28410	28410 9 115
Isaac Perez	29258	29258 9 115
Leitani Rincon	28884	28884 9 115
Trinity Woodman	28432	28432 9 115



Congratulations, your project is Online and ready for ordering!



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