



XX - Auto Group Matching

Opticon & Paper QR Code

If your 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 time and stress from having to match up your group photos manually after the shoot.

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.](#))

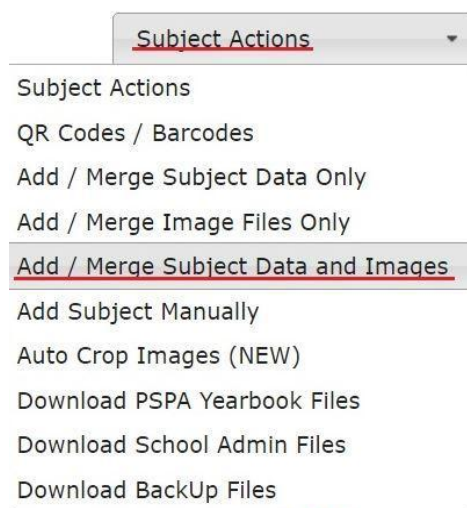
Frist Name	Last Name	Ticket Code	Student Password	Group Image	Teacher	Grade	Homeroom
Ava		2SVQGW27	8992949581	BLONSHINE.jpg	BLONSHINE	5	191
Nathan		M5ABQ534	6059402262	BLONSHINE.jpg	BLONSHINE	5	191
Edward		UEHHVEZN	8681799495	BLONSHINE.jpg	BLONSHINE	5	191
Andrew		FTFVPHHS	1061496928	BLONSHINE.jpg	BLONSHINE	5	191
Alexis		77CA2ZMH	2958790130	BLONSHINE.jpg	BLONSHINE	5	191
Charlie		KHKNZP7T	6761020617	BLONSHINE.jpg	BLONSHINE	5	191
Oriana		4865HDWA	2917789641	BLONSHINE.jpg	BLONSHINE	5	191
Gabriel		MWWRYJKD	6279343570	BLONSHINE.jpg	BLONSHINE	5	191
Tenley		8MGT2BPC	2981885171	BLONSHINE.jpg	BLONSHINE	5	191
Vanessa		8YXTSD7A	8810335512	BLONSHINE.jpg	BLONSHINE	5	191
Madison		ANQY3CM6	3384410571	MESSIER.jpg	MESSIER	5	202
Kaylanni		BXTZYQAZ	9053669141	MESSIER.jpg	MESSIER	5	202
Abigail		2NQ4EX8R	6488626512	MESSIER.jpg	MESSIER	5	202
Veronica		6VWMMDHW	2955123450	MESSIER.jpg	MESSIER	5	202
Alida		NCHDJS4M	6134018458	MESSIER.jpg	MESSIER	5	202

When you are finished adding your Group Image files names, simply Import and Merge your New School Data file with your group images. (See details below.)

Importing/Merging your Group Image Files

After you have append your new school data for group image matching, simply click on the Subject Actions button and upload your **New Data File*** with the Group Image Names, and then upload the newly named Group Images. ***Note:** Your new “append” data file should contain the same information as the original file you used for the project. It's CRITICAL your appended .csv data file contains the **Original Ticket Code column and data.** (The only change to the data file should be the addition of the Group Images .jpg Files Names.)

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**.

When 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	2SVQGW27	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	6VWMMDHW	2955123450	5	MESSIER		Edit	Log in
Alida	NCHDJS4M	6134018458	5	MESSIER		Edit	Log in

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

Proceed to Auto Crop Images in OrderPix from the Subject Actions menu

(See Auto Crop Instructions for Details)

