

# Order Pix Suite: Image Match Instructions

from



# OPS: QR Code Image Matching

V12.03

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.

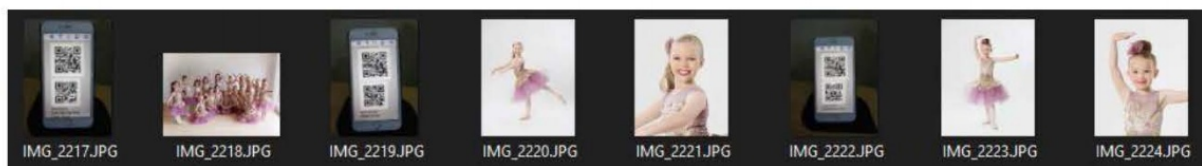
**QR Code Sequential** can be used with or without project data being provided to you prior to your shoot. The QR codes used for your shoots are generated by OPS and can be either printed out in various formats or displayed on a mobile device such as an iPhone, iPad or Android phone or tablet. The QR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

Opticon Match Instructions can be seen on Page #20.



## 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.



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 setup for the workflow you are planning on using. The project below is being setup 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:**

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

Project Name:

Project Type:  ▼

Gallery Message: 255 character limit. 255 remaining.  
Allowed tags: <br>, <a>, <p>, <b>

Invoice Message: 255 character limit. 255 remaining.  
Allowed tags: <br>, <a>, <p>, <b>

Price List:  ▼

Mode: **Batch Order (proof)**

Allow PrePay in Batch Mode:  
☒ No  
☐ Yes  
If batch mode, when a subject has no images, show the empty checkbox until the next day.

Batch Order Date(s):  
End of the day 11:59 pm central time on the set date

Batch Order Sort Priority:  
 ▼ 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 Fotopix/DIGITS

→ ☐ **Optikon Scanner**  
Match images using an Optikon scanner on photo day

→ ☒ **QR-Code Sequential**  
Match images using by photographing a QR-Code then photographing the subject

**Group Matching** → ☐ **Pre-Matched**  
Group images like names are already matched to the subjects in the csv Group/Mapo data first before uploading subject images.

→ ☒ **Auto Match**  

▼

  
Choose Group/Subject and the subject's position will automatically initiate group images for subjects based on the chosen team. [Read about 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 phone.

Hide Project:  
☐ Hide  
☒ Show

**Do not Forget!**

**Save all tabs**

## Adding 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.)



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 .CSV 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*

After your data has been

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.

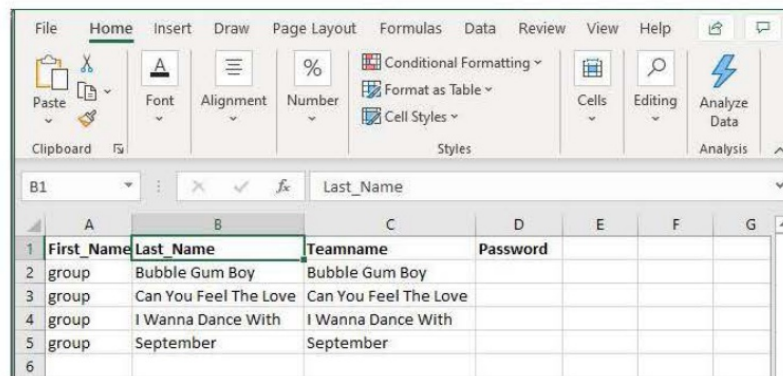
< QR Dance Demo II		Options	Subjects	Contacts	Orders
To search for a subject click Ctrl + F to use your browsers search feature.		Subject Actions			
Subjects (9)		Password			
Heidi Gehrs		emzvmeazf		Edit	Log in
Aliya Hollenkamp		vzamxcchb		Edit	Log in
Bella Hortmann		jzbazjpu		Edit	Log in
Caillyn Maschhoff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

## Auto Matching Groups or Teams to Individuals with QR Codes Only

If you are shooting a QR Code project requiring 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	



## Accessing your Project's QR Codes

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 Final Marketing Forms & Tools

< QR Dance Demo II Options Subjects Contacts Images

to search for a subject click on the + to use your browser's search feature. Subject Actions

Subjects (8)	Password		
East Coast	eastcoast	CR	Lock
Japan Marketing	JapanCR	FM	Open
Hotel Business	HotelCR	CR	Lock
Calvin Washhoff	CalvinCR	FM	Open
group 11:44:00:00:00:00	group11	CR	Lock
group 12:00:00:00:00:00	group12	FM	Open
group 13:00:00:00:00:00	group13	CR	Lock
group 14:00:00:00:00:00	group14	FM	Open
group 15:00:00:00:00:00	group15	CR	Lock
group 16:00:00:00:00:00	group16	FM	Open

Scan QR Code to open mobile app

QR Code

group 11:44:00:00:00:00

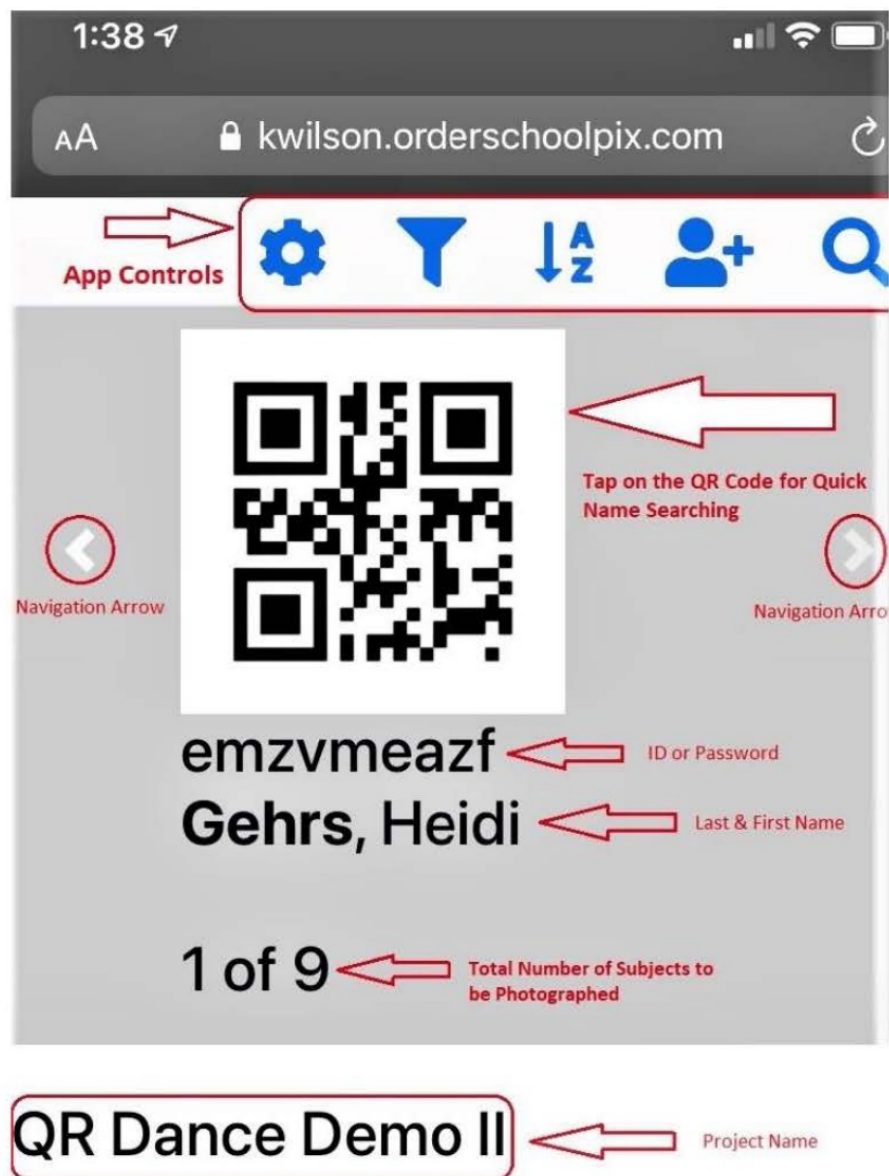
If your mobile device does not read the QR Code, you can also open the QR Code App by clicking on the shortcut link circled below.

### Using OPS's QR Code App



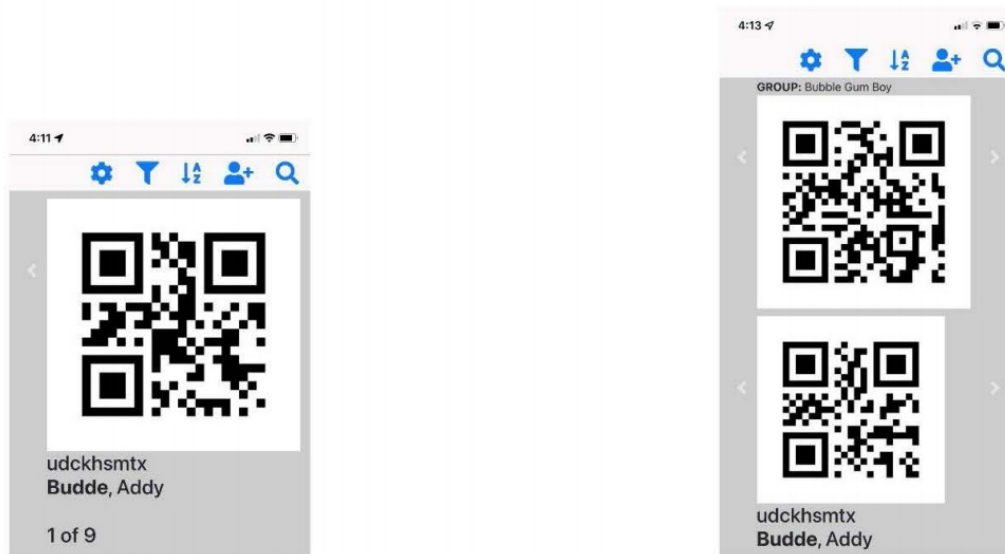
After you have imported your project's individual data and groups/team names (if required) you will be all set to QR Match your shoot! Simply access the projects QR Codes as described above, and the app will automatically open to the first individual's name & QR Code.

Note: We recommend you increase the size 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

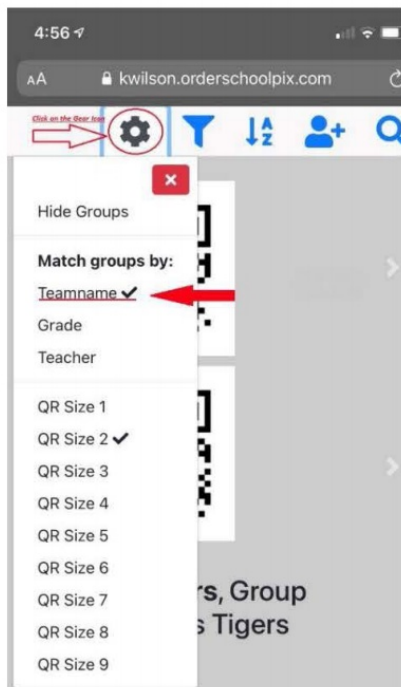


Your 2<sup>nd</sup> Group QR Code can be added by clicking on the **Gear Icon** and then checking off the **Group Field Name** you are matching your individual images to.

## 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!



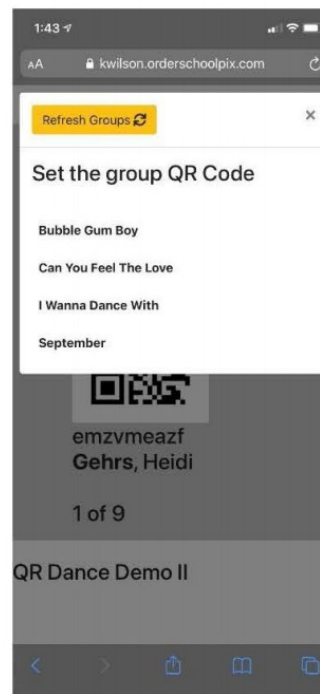
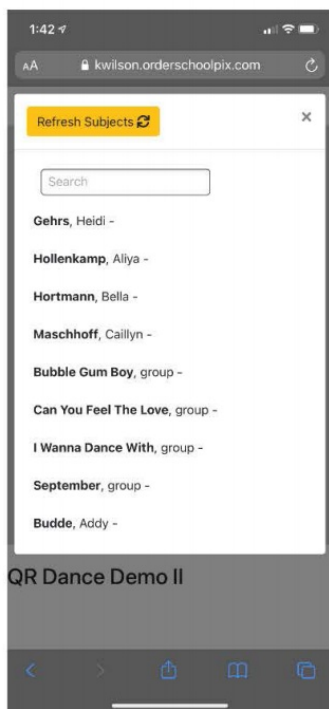
Group Matching QR Codes are Displayed by checking off the Data Field Name of the Groups. In the example to the left, Teamname is the Groups data field.

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.

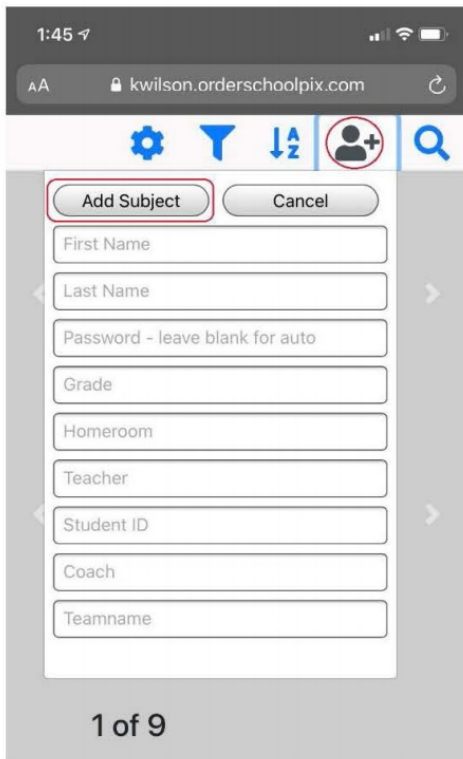




## Adding a New Subject on Site

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.



A screenshot of a mobile application interface. At the top, the status bar shows the time 1:45 and signal strength. Below it, a browser address bar displays 'kwilson.orderschoolpix.com'. A toolbar contains icons for settings, filters, sorting, a person with a plus sign, and a magnifying glass. The main form has a red box around the 'Add Subject' button and a 'Cancel' button. Below these are input fields for: First Name, Last Name, Password - leave blank for auto, Grade, Homeroom, Teacher, Student ID, Coach, and Teamname. At the bottom, it says '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](https://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.  
Visit the url below.  
Use your phone to scan the QR code.

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



or visit [ospgo.com/reg/48184](http://ospgo.com/reg/48184)

**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 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' page with a table of subjects. A dropdown menu for 'Subject Actions' is open, showing options like 'QR Codes / Barcodes', 'Add / Merge Subject Data Only', etc. Red arrows point to the 'Subject Actions' dropdown and the 'QR Codes / Barcodes' option.

Subjects (10)	Password
Heidi Gehrs	emzvmearf
Aliya Hollenkamp	vzamxcchb
Bella Hortmann	jzbazjpu
Caillyn Maschhoff	skfnzpyyw
group Bubble Gum Boy	cyjwaebnw
group Can You Feel The Love	pxfkuuedc
group I Wanna Dance With	naqzcvmt
group September	ckhyvsqc
Addy Budde	udckhsmx
Alex Wilson	wsfrqbqaq

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 printout a custom format using Avery Printing software.)

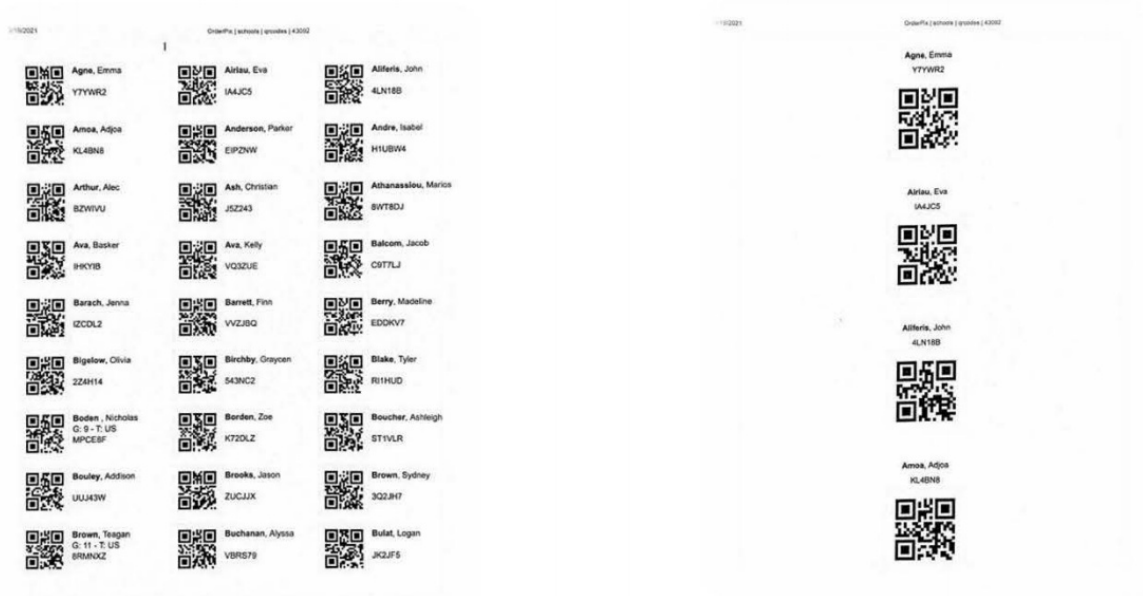
The screenshot shows the 'QR Codes: 3 Columns' page. A dropdown menu for 'Formats' is open, showing options like 'QR 1 Per Page', 'QR 2 Per Page', 'QR 3 Columns', 'QR Dymo Labels', 'QR Avery (30 up) Labels', 'QR Mobile App', 'Barcodes Avery (30 up) Labels', 'Barcodes Avery (10 up) Labels', and 'Download CSV'. Red arrows point to the 'Formats' dropdown, the 'QR 3 Columns' option, and the 'Barcodes Avery (30 up) Labels' and 'Barcodes Avery (10 up) Labels' options. Blue arrows point to the 'Sort' and 'Filters' buttons.

Wilson, Ken  
ufpbwvksm

Sweeney, Tim  
hkiopere

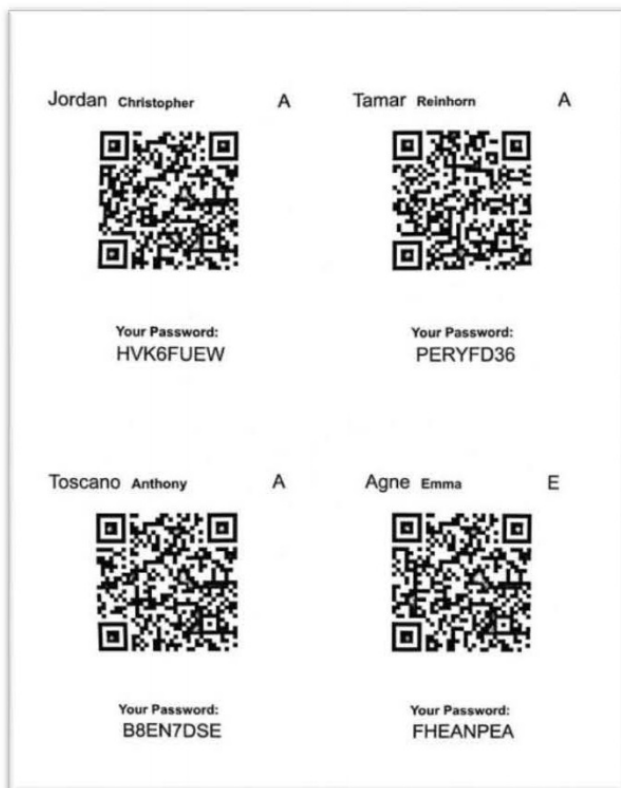
# Sample Printouts

## 30-Up and Single Column Output



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

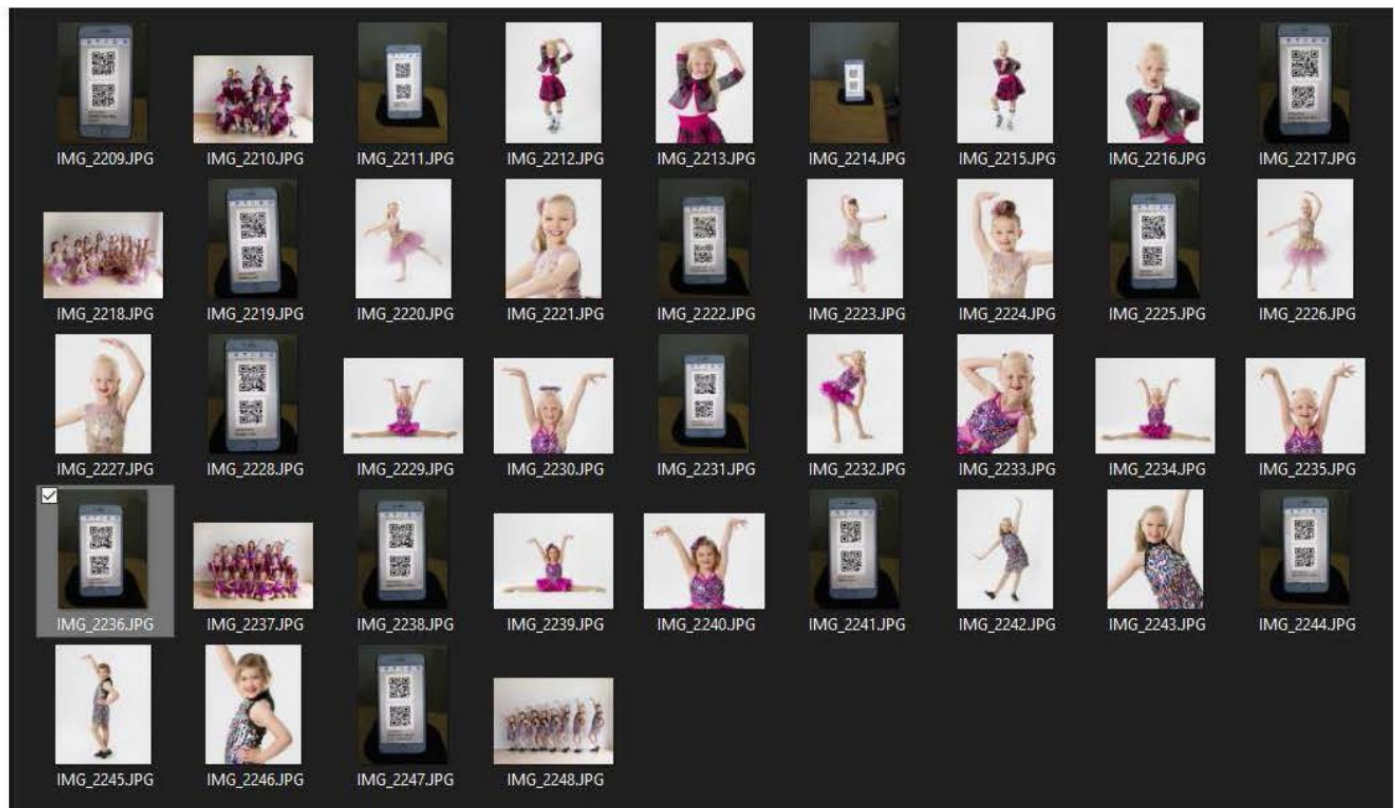
Custom Layouts can be created at: <https://www.avery.com/software/design-and-print/>



# 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 you project onto 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 Pix Suite interface for the 'QR Dance Demo II' project. The top navigation bar includes 'My Account', 'Projects', 'Pricing', 'Backgrounds', 'Orders', and 'Shoot Schedule'. The 'Subjects' tab is selected, and the 'Subject Actions' dropdown menu is open, showing options like 'Subject Actions', 'QR Codes / Barcodes', 'Add / Merge Subject Data Only', 'Add / Merge Image Files Only' (highlighted), 'Add / Merge Subject Data and Images', 'Add Subject Manually', '\* Remove All Matched Images', and '\* Remove All Subjects And Images'. A table of subjects is visible on the left, and a blue arrow points to the 'Add / Merge Image Files Only' option in the dropdown menu.

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	pxfkuedc
group I Wanna Dance With	naqzcvmt
group September	cjkhyvsqc
Addy Budde	udckshmtx

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**. **Then Click on the Open Button.**

The screenshot shows the 'Add / Merge images files for: QR Dance Demo II' page. The 'Select Image Files to Upload...' button is highlighted with a red circle and an arrow. A file explorer window is open, showing the 'QR Dance Demo II' folder, and the 'Open' button is highlighted with a red circle and an arrow.

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

## 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

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			
Addy Budde	udckhsmx		<a href="#">Edit</a>	<a href="#">Log in</a>
Heidi Gehrs	emzvmearf		<a href="#">Edit</a>	<a href="#">Log in</a>
Aliya Hollenkamp	vzamxcchb		<a href="#">Edit</a>	<a href="#">Log in</a>
Bella Hortmann	jzbazjrpu		<a href="#">Edit</a>	<a href="#">Log in</a>
Caillyn Maschoff	skfnzpyyw		<a href="#">Edit</a>	<a href="#">Log in</a>
group Bubble Gum Boy	bnnmyxfyt	Bubble Gum		<a href="#">Edit</a> <a href="#">Log in</a>
group Can You Feel The Love	fmnaxrtve	Can You Fee		<a href="#">Edit</a> <a href="#">Log in</a>
group I Wanna Dance With	hvpubxprb	I Wanna Dan		<a href="#">Edit</a> <a href="#">Log in</a>
group September	ncfynjzxx	September		<a href="#">Edit</a> <a href="#">Log in</a>

# Your Project is Now Online

**Bella Hortmann**

ACI Ken Wilson  
715 East 18th Street  
Cedar Falls, IA, 50613  
781-775-6153  
<http://www.acilab.com/kwilson@acilab.com>

**Buy Prints**


fake@email.com **Logout**

QR Dance Demo II

**Your Cart**

**Edit Cart** **Checkout**

**Subtotal: \$0.00**




IMG\_2215

Enter Additional Password

**Add Child**

**Add Your Own Photo**







# OPS Opticon Image Match Instructions

Full Version 12.21

**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 setup 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 setup 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.



**Projects (18)**

**Add a Prepay Project**

**Add a Project**

### Add a Reorder Project ?

Project Name:	<input type="text"/>												
Project Type:	<input type="text" value="School - OrderSchoolPix.com"/>												
Message:	<div></div>												
Price List:	<input type="text" value="Preschool Prices"/>												
Greenscreen:	<input checked="" type="radio"/> No <input type="radio"/> Yes												
Order Mode:	<input checked="" type="radio"/> Batch Orders (volume) <small>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. (will not pricing at \$1.18 / unit (+ drop shipping if applicable)). Then the projects will be shipped in individual boxes (re-order)</small> Date(s) for Batch Ordering to End: <table><tr><td><input type="text" value="11/30/2021"/></td><td>1st</td></tr><tr><td><input type="text" value="Optional"/></td><td>2nd</td></tr><tr><td><input type="text" value="Optional"/></td><td>3rd</td></tr></table> Order Sort Priority: <table><tr><td>Teacher</td><td><input type="text" value="1st"/></td></tr><tr><td>Alpha</td><td><input type="text" value="2nd"/></td></tr><tr><td></td><td><input type="text" value="3rd"/></td></tr></table> (default: Last Name, First Name)  <input type="radio"/> Individual Orders (re-order) <small>Orders are processed and shipped as they are received and are drop-shipped to the shopper. (re-order pricing at \$1.18 / unit + drop shipping)</small>	<input type="text" value="11/30/2021"/>	1st	<input type="text" value="Optional"/>	2nd	<input type="text" value="Optional"/>	3rd	Teacher	<input type="text" value="1st"/>	Alpha	<input type="text" value="2nd"/>		<input type="text" value="3rd"/>
<input type="text" value="11/30/2021"/>	1st												
<input type="text" value="Optional"/>	2nd												
<input type="text" value="Optional"/>	3rd												
Teacher	<input type="text" value="1st"/>												
Alpha	<input type="text" value="2nd"/>												
	<input type="text" value="3rd"/>												
Image Matching beta	<input type="radio"/> Pre Matched <small>Images are already matched in the subjects in the data that you are uploading.</small>  <input checked="" type="radio"/> Opticon Scanner <small>Match images using an Opticon scanner on photo env.</small>												



# Adding Data to Your Opticon Image Match Project

## Importing Your School Data

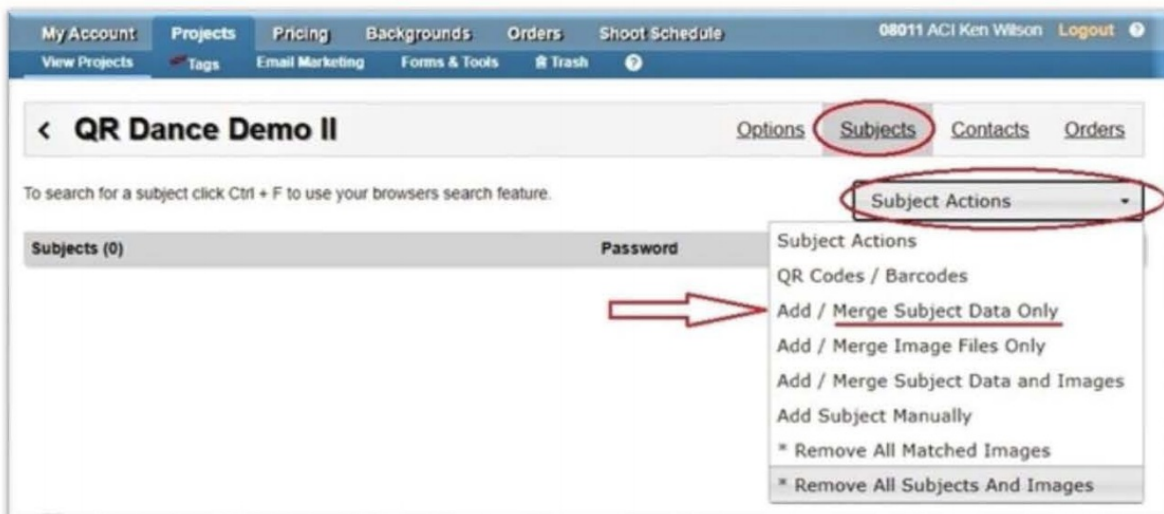
School data typically include Last and First Name Columns (its' important that they are in separate columns), Grade, Student ID, and Teacher or Home Room. OPS only accepts .CSV files for importing, as a result we recommend you request a .CSV format Student List from your school. Your school may send 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 possible, especially email address so you can take advantage of OPS's email marketing campaigns to your student's parents for reorders.

(Note! If shooting Groups 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
	Last Name	First Name	Teacher	Grade	Home Room	Student ID	
1	Alexa	Murphy		10		101668	
2	Anderson	Avien		10		102667	
3	Anderson	Dustin		10		100830	
4	Barrett	Gunnar		10		100835	
5	Beean	Destini		10		100837	
6	Beean	Dezarae		10		100838	
7	Belill	Brooklyn		10		101678	
8	Bigelow	Kloe		10		103323	
9	Blacker	Faith		10		100840	
10	Briggs	Breana		10		102113	
11	Brock	Hunter		10		100843	
12	Bukantis	Hadley		10		100844	
13	Burt	Olivia		10		100845	
14	Chapko	Kadon		10		100873	
15	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.





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



## Step 2. Map Fields for \_names.csv





## 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.**

The screenshot shows the 'QR Dance Demo II' project page. At the top, there's a navigation bar with tabs: My Account, Projects, Pricing, Backgrounds, Orders, and Shoot Schedule. Below this is a sub-navigation bar with: View Projects, Tags, Email Marketing, Forms & Tools, and Trash. The main content area has tabs for Options, Subjects, Contacts, and Orders. The 'Subjects' tab is active, displaying a table of subjects. A red box highlights the 'Subject Actions' dropdown menu, which is open, showing options like 'QR Codes / Barcodes', 'Add / Merge Subject Data Only', etc. Red arrows point from the text instructions to the 'Subject Actions' dropdown and the 'QR Codes / Barcodes' option.

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

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 printout a custom format using Avery Printing software.)

The screenshot shows the 'Barcodes: Avery 8160 30 up' page. It includes instructions for printing and a grid of barcode labels. A red box highlights the 'Sort' and 'Filters' buttons, with a red arrow pointing to them. Another red box highlights the 'Formats' dropdown menu, which is open, showing options like 'QR 3 Columns', 'QR Single Column', 'QR 1 Per Page', 'QR Dymo Labels', 'QR Avery (30 up) Labels', 'Barcodes Avery (30 up) Labels', and 'Download CSV'. Red arrows point from the text instructions to the 'Sort' and 'Filters' buttons and the 'Barcodes Avery (30 up) Labels' option.

**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

Label	Barcode	Label	Barcode	Label	Barcode
Alexa, Murphy G: 10	C S R S C V K D Z	Anderson, Avien G: 10	T V Y J S T K D H	Anderson, Dustin G: 10	D W X K S Q R Q Z
Barrett, Gunnar G: 10	J V Z N A H K M P	Beean, Destini G: 10	J Q X E U D A H A	Beean, Dezarae G: 10	S C B J F Z S E P
Belill, Brooklyn G: 10	K F Q H P J D Y K	Bigelow, Kloe G: 10	M V Y K Z B E R H	Blackner, Faith G: 10	P H Y N S R K D W




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...>

<b>Alter, Jackson G: Toddler Classroom</b>  Z E C M X T	<b>Arsenault, Camden G: Infant classr</b>  P 1 8 F F H	<b>Berger, Brady &amp; Mason G: Toddler</b>  7 Q A Z S E
<b>Berriault, Duke G: Toddler Classroom</b>  N V Z 8 C R	<b>Berriault, Riley G: Toddler Classroc</b>  K X J D J 1	<b>Beson, Lucy G: Inf/Todd - T: Ms. A</b>  Y X R C C D
<b>Beson, Molly G: Preschool - T: Ms. A</b>  H N Q E X B	<b>Best, Declan G: Infant/toddler - T: M</b>  E B 1 9 5 B	<b>Bettencourt, Adriel G: Pre-Kinder</b>  R I V I T 8
<b>Blanchard, Finnley G: Pre School - 1</b>  K X W T N 9	<b>Blanchard, Henry G: Toddler/Pres</b>  K B 3 7 P 2	<b>Branco, Lincoln</b>  8 5 7 2 9 4 2 1 6 5
<b>Branco, Lincoln</b>  8 2 7 3 8	<b>Cleary, Emerson G: Preschool - T: I</b>  E N I J W P	<b>Cleary, Sutton G: Infant-Toddler -</b>  A 9 T M S V
<b>Conley, Eliza G: Pre K - T: Kyla</b>  U A Z 8 T V	<b>Crittenden, Liam G: Infant Toddler -</b>  I K T 9 I L	<b>Cummings, Noralyn G: Toddler -</b>  3 9 B B K I
<b>DeSousa, Caleb G: Infant Toddler -</b>  F W K A T N	<b>Dias, Luke G: Infant/Toddler - T: Ms</b>  I R M L U 4	<b>DiCarlo, Anthony G: Infant/Toddler</b>  X 4 3 4 E T
<b>Dzerkacz, John G: Preschool - T: US</b>  X 3 B R L V	<b>Eilertsen, Adam G: Toddler - T: US</b>  N W 8 1 U H	<b>Francis, Rory &amp; Rylee G: Prescho</b>  S Q W S V Z
<b>Gagliardi, Ava G: Pre-K - T: Miss Kyl</b>  I S L C A 5	<b>Galary, Mia G: Preschool - T: Miss I</b>  8 W 1 Y H C	<b>Graves, Isabelle G: pre-K - T: Miss</b>  U Y 8 Q 1 V

# Shooting an OPS Opticon Image Match Order



## Opticon Scanner

Model: OPN-2004



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

## Sync scanner and camera

Scan 'Sync Scan' barcode .... Note: It is critical that you to 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 first SYNC image. (Tip: Turn Off your Auto Focus before shooting your SYNC Image to insure your camera fires immediately. Don't forget to turn it back on!)

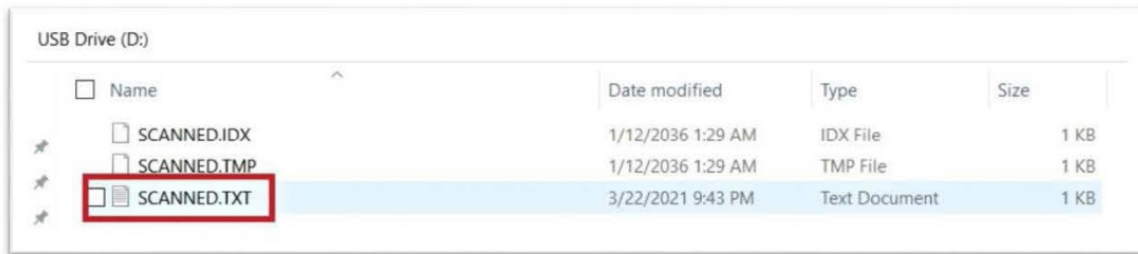
## Photograph subjects

- 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)

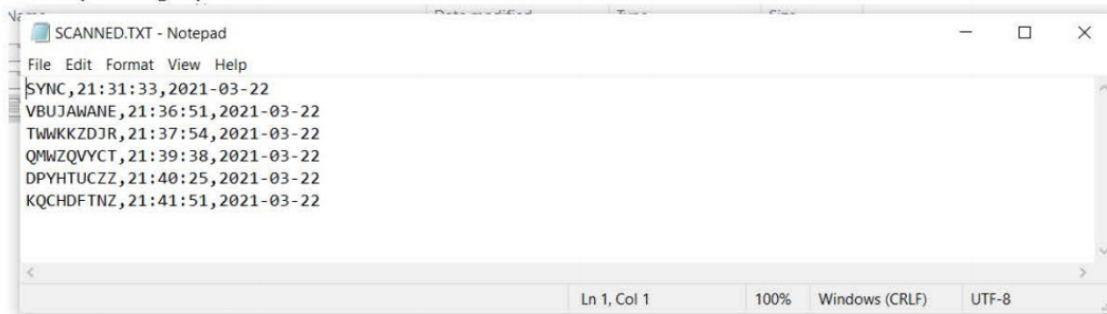
NOTE: Each subject needs to have their own barcode...add 'Walk Up Data' to your csv in advance of importing data anticipating students will need to be photographed that are not in original data

## Post Photography

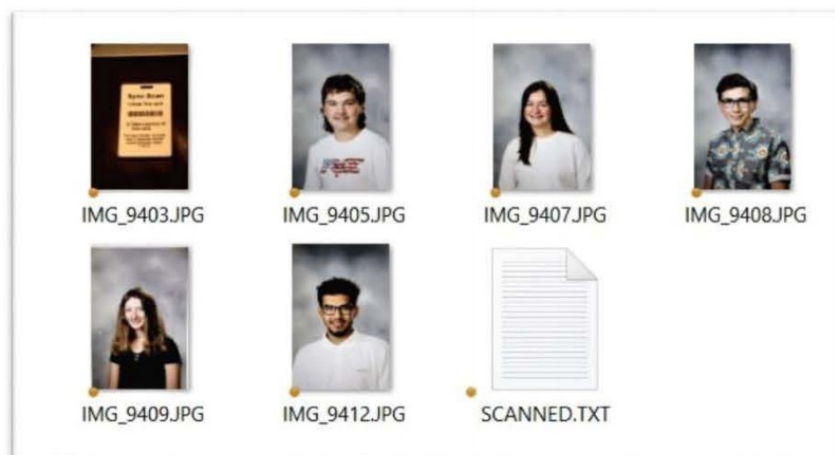
Connect scanner to computer with the cord that came with the scanner.  
Find the 'scanner drive' / open it



This is what the scan looks like. First one is the sync scan...all that follow are subject scans before they were photographed.



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.

< Morley Elementary School 2021

OptionsSubjectsContactsOrders

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

Subjects (20)

Subjects (20)	Password		
Chelsea Adams	jxmkkpzpe	23456	5
Ellie Baron	fowrrjnd	34567	5
Chase Bateman	kqchdfnz	45678	5
Audrey Benson	xkwwymmpq	56789	5
Joan Bianco	yvcaxrmd	12345	5
Oaklee Briggs	qaqhtbzc	67890	5
Jovani Carmona	pkhkexdv	78901	6
Braxton Chatelain	knmmzmst	89012	6
Clara Cook	twkkzjdr	90123	6
Lunetta Fountain	rbxebeexv	12346	6
Andrew Fuhrman	vbujawane	12347	6
Tayven Gunter	wsmcdhtac	12348	6
Hailey Howells	dpyhtuczz	12349	6
Gane Inellin	ffmhushn	23457	7

Subject Actions

Subject Actions

QR Codes / Barcodes

Add / Merge Subject Data Only

Add / Merge Image Files Only

Add / Merge Subject Data and Images

Add Opticon Scans and Images

Add Subject Manually

Auto Crop Images (NEW)

Download PSPA Yearbook Files

Download School Admin Files

Download BackUp Files

\* Remove All Matched Images

\* Remove All Subjects And Images

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: Choose File No file chosen

Add Sync Scan JPG: Choose File No file chosen

Upload Opticon Data

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

Add SCANNED.TXT: Choose File SCANNED.TXT

Add Sync Scan JPG: Choose File IMG\_9403.JPG

Upload Opticon Data

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.

This will be used to match images to subject records.

If an image is already matched, this is not used.

Sync Scan

SCANNED.TXT

IMG\_9403.JPG

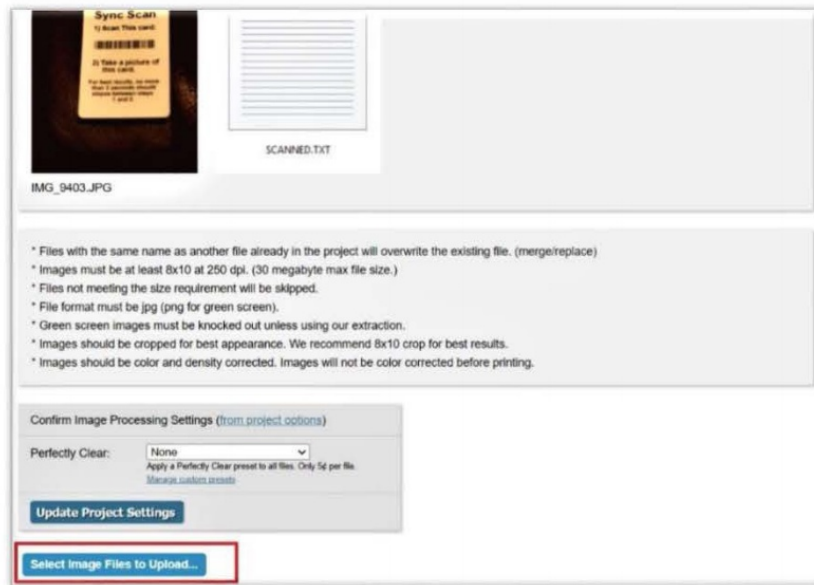
Remove Opticon Data

Replace Opticon Data

\* 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.**



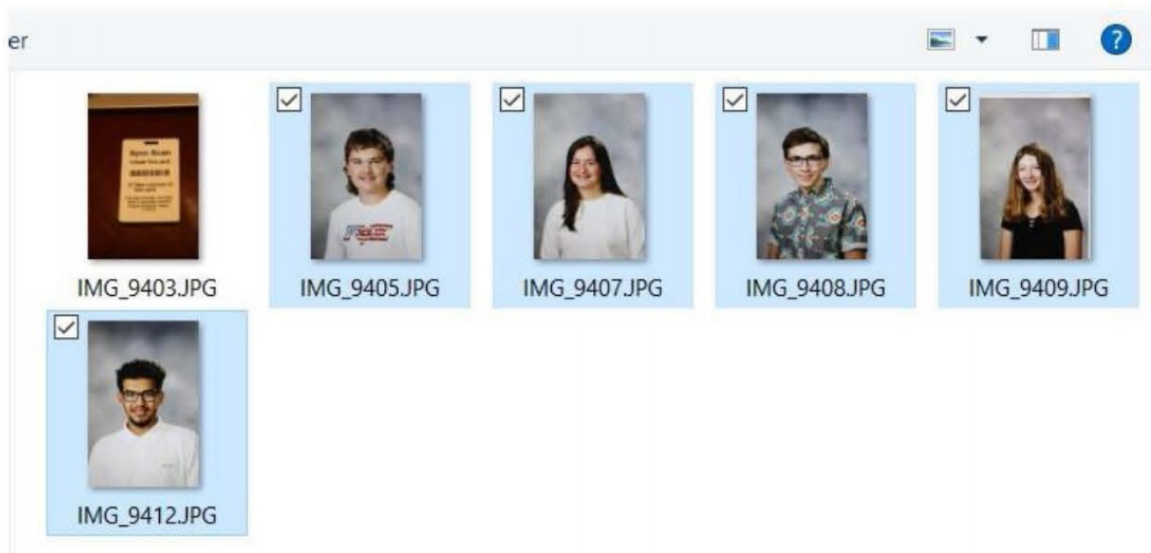
The screenshot shows a web interface for a 'Sync Scan' project. At the top left is a thumbnail of a yellow card with text. To its right is a text area labeled 'SCANNED.TXT'. Below these is a large grey rectangular area. Underneath the grey area is a list of instructions:

- \* 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.

Below the instructions is a section titled 'Confirm Image Processing Settings (from project options)'. It contains a 'Perfectly Clear:' dropdown menu set to 'None', with a note 'Apply a Perfectly Clear preset to all files. Only 5¢ per file. Manage custom presets'. There is an 'Update Project Settings' button. At the bottom, a red-bordered button labeled 'Select Image Files to Upload...' is highlighted.

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: None  
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 uploaded and are matched to their subjects.**

Subject Name	ID	Count	Group	Edit	Log
Chelsea Adams	jxmkkpze	23456	5	Blanco	
Ellie Baron	fcwrtjnd	34567	5	Blanco	
Chase Bateman	kqchdfnz	45678	5	Blanco	
Audrey Benson	xkuwynmpq	56789	5	Blanco	
Joan Blanco	yvcaxmvd	12345	5	Blanco	
Daklee Briggs	qaqhtbzc	67890	5	Blanco	
Jovani Carmona	pkhkexfrv	78901	6	Spencer	
Braxton Chatelain	knmmezmt	89012	6	Spencer	
Clara Cook	twkkkzdr	90123	6	Spencer	
Lunetta Fountain	rbxebeexv	12346	6	Spencer	
Andrew Fuhrman	vbujawane	12347	6	Spencer	
Tayven Gunter	wsmcdhfac	12348	6	Spencer	
Hailey Howells	dpyhtuczz	12349	6	Spencer	
Gage Joslin	ffnmbysbp	23457	7	Carpenter	
Sierra Lott	sqbxdnqn	23458	7	Carpenter	
Ella Mathews	cmeskszhz	23469	7	Carpenter	
Cadon Miles	qmwzqvycr	25690	7	Carpenter	
Rylee Miller	kqhyqnutw	24680	7	Carpenter	
Kalissa Myers	vbzxrdcp	13579	7	Carpenter	
Abram Olson	nckcadqm	12458	7	Carpenter	

### 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.



## Recommended Workflow for Auto Group Matching

The sample school data below displays a 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 each Group file 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 Name Field, simply re-name your files 001.jpg for grades or 0019.jpg for Home Rooms to get the same results. (Window users should always pad their number files names with at least two zero so your files sort in the correct sequence.

(Note: If you are an inexperienced Excel user, check out this YouTube Video on Filling Down Column Data: [Auto Fill Data.](#))

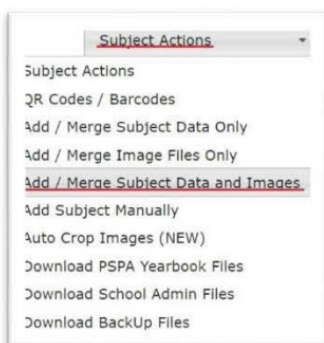
Frist Name	Last Name	Ticket Code	Student Password	Group Image	Teacher	Grade	Homeroom
Ava		2SVQGW27	8992949581	BLONSHINE.jpg	BLONSHINE	5	191
Nathan		M5ABQ534	6059402262	BLONSHINE.jpg	BLONSHINE	5	191
Edward		UEHHVEZN	8681799495	BLONSHINE.jpg	BLONSHINE	5	191
Andrew		FTFVPHHS	1061496928	BLONSHINE.jpg	BLONSHINE	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		MWVRYJKD	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

To Import/Merge your edited 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 data file should contain the same information as the original file you used for the project. The only change to the data file should be the addition of the Group Name Files.)

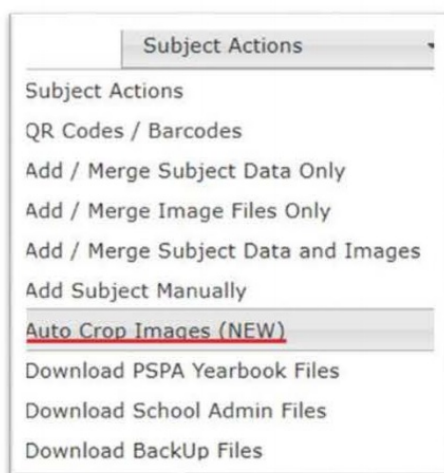
As soon as your new data and group image files are posted, your project Subject Page will display both the individual and group files in the appropriate student galleries.



Ava	2SVQGV27	8992949581	5	BLONSHINE		Edit	Log in
Nathan	MEABQ534	6050402262	5	BLONSHINE		Edit	Log in
Edward	UEHHVEZN	8681799495	5	BLONSHINE		Edit	Log in
Andrew	FTFVPHS	1061496928	5	BLONSHINE		Edit	Log in
Alexis	77CA2ZMH	2958790130	5	BLONSHINE		Edit	Log in
Charlie	KHKNZPTT	6761020617	5	BLONSHINE		Edit	Log in
Oriana	486CHDWA	2917789641	5	BLONSHINE		Edit	Log in
Gabriel	MWVWYJKD	6279343b7U	5	BLONSHINE		Edit	Log in
Tenley	8M/GT2EPC	2981885171	5	BLONSHINE		Edit	Log in
Vanessa	8YXTSD7A	8810335512	5	BLONSHINE		Edit	Log in
Madison	ANQY3CMG	3084410571	5	MESSIER		Edit	Log in
Kaylani	BXTZYQAZ	9053669141	5	MESSIER		Edit	Log in
Abigail	2NQ4EX8R	6488626512	5	MESSIER		Edit	Log in
Veronica	6VMMMDHW	2955123450	5	MESSIER		Edit	Log in
Alida	NCHDJ54M	6134018458	5	MESSIER		Edit	Log in

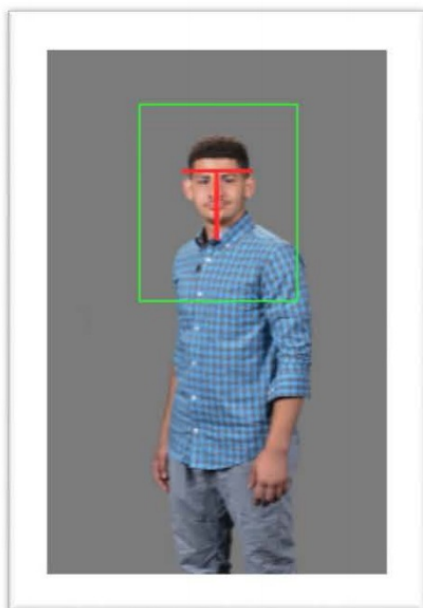
## Proceed to Auto Crop Images in OrderPix from the Subject Actions menu

(See Auto Crop Instructions for Details)



# 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.)

My Account Projects Pricing Backgrounds Orders Shoot Schedule 08000 ACI Studio Logout ?

View Projects Tags Email Marketing Forms & Tools Trash ?

### < 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	rfqznzndrk 22168
BAILEY NICELY	pmuwwnfqy 22169
JOSEPH NICHOL	qzdvpahfs 22033
CASSANDRA NIXON	pmacchzmf 22170
EMILY O'ROARK	zfezcaqy 22036
KATHERINE O'ROARK	xxrpqdyphu 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



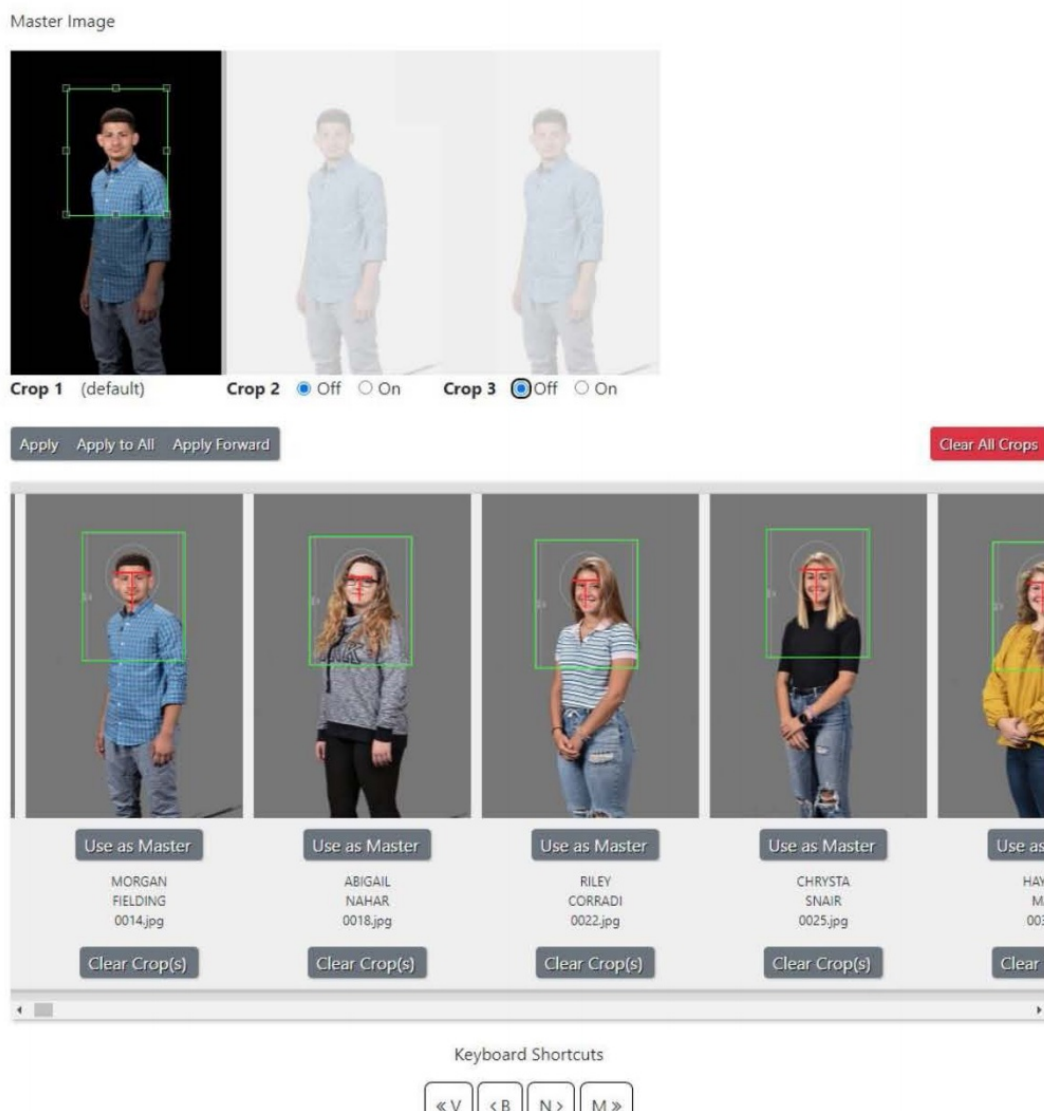
# Auto Cropping Instructions

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.

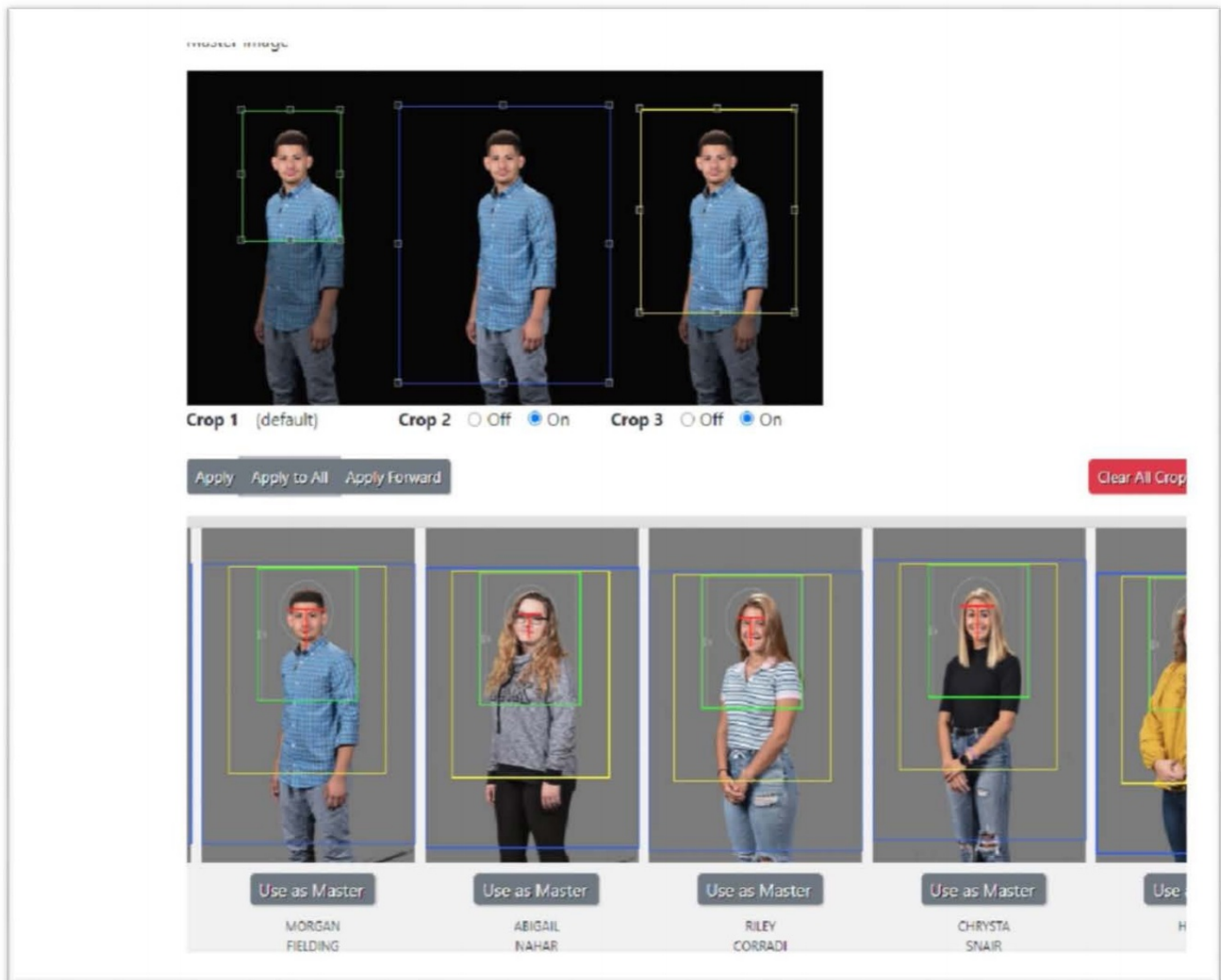
## Instructions:

- 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. Basally 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 1<sup>st</sup> / Default Crop to a Head & Shoulders Crop.



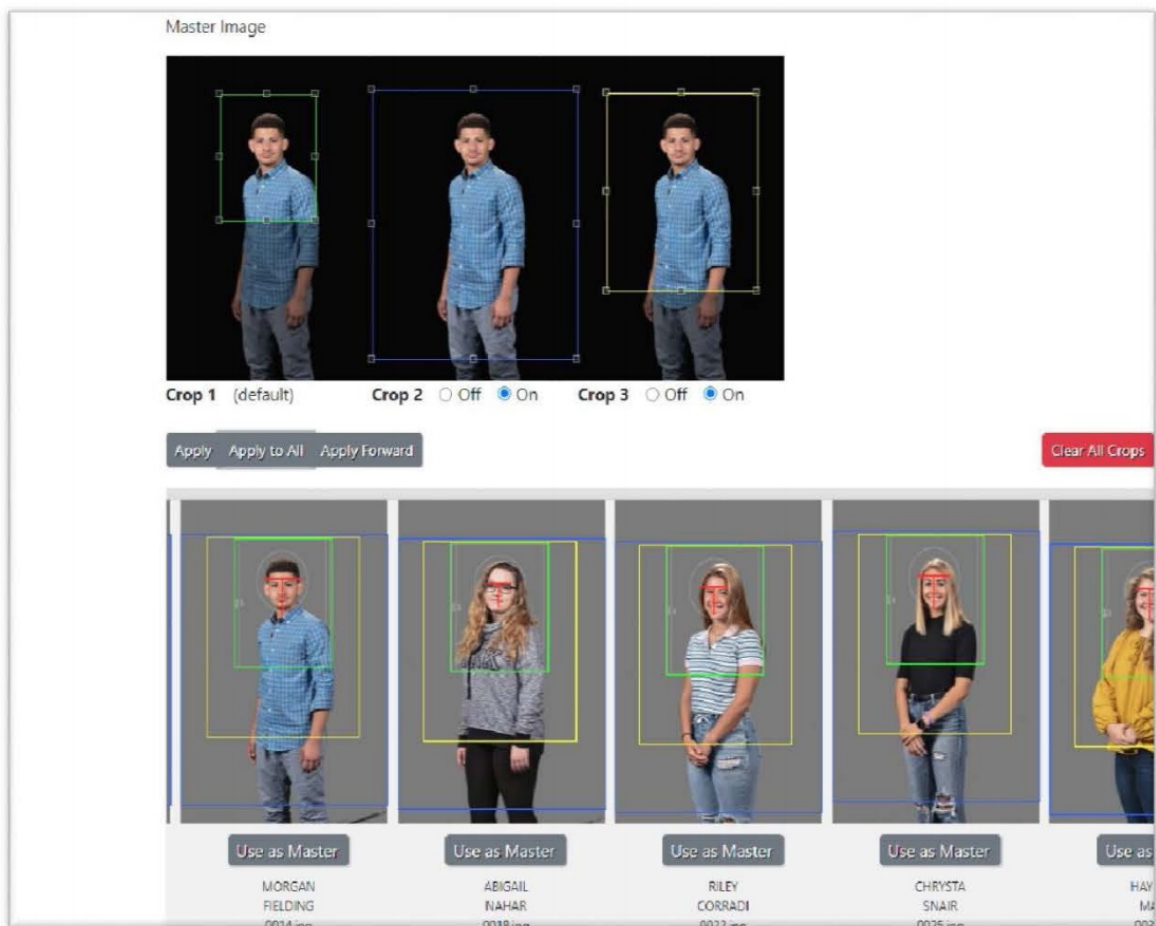
## Auto Cropping Tools

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 for 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





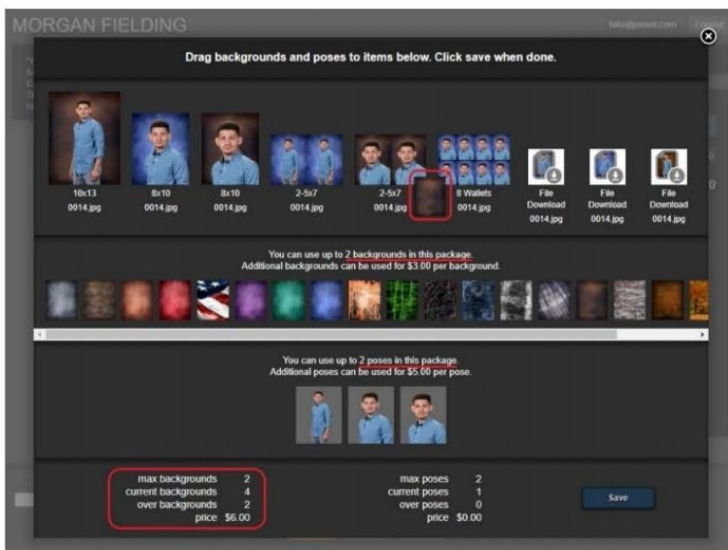
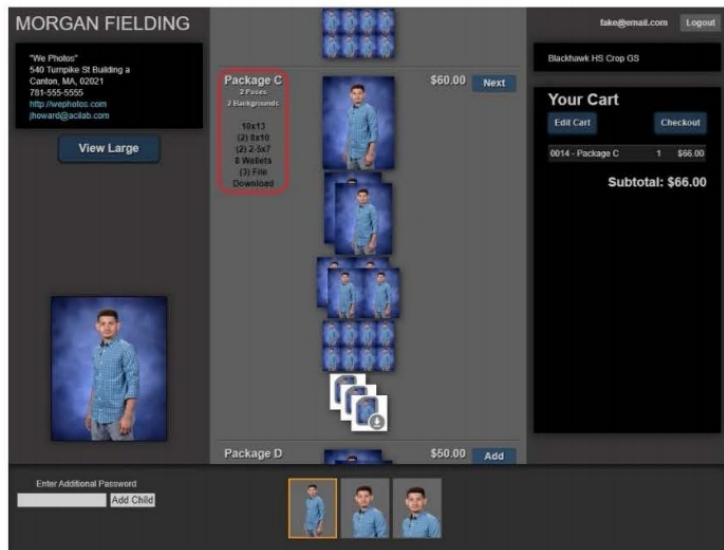
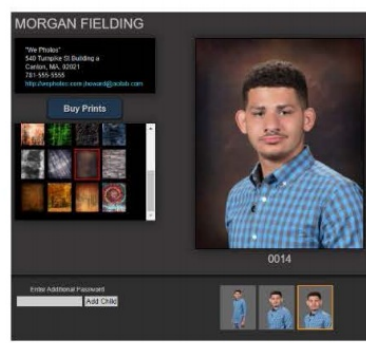
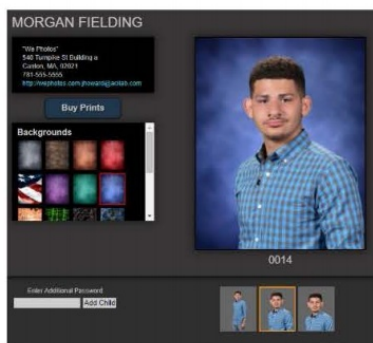
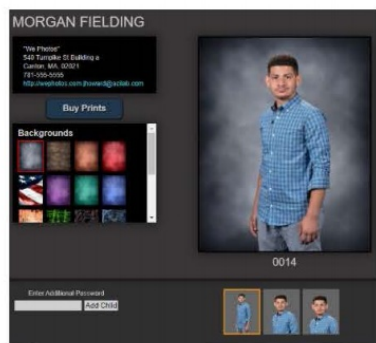
# Multiple Crop Examples

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:

**Perfectly Clear:** Is an automated photo retouching software that scans your images using advance image algorithms to adjust/enhance your files. Perfectly Clear offers numinous image enhancement options to photographers so their images are uniquely styled to their studio's brand. These services include Skin Smoothing, Blemish Reduction/removal, clearing up haze and noise, red-eye removal, and corrects color cast and much more. We recommend you Test your settings before you upload your project.

OPS also offers a **Perfectly Clear Preset Builder** so you can use can build your own "Studio Look" Preset. After you have completed the Perfect Preset look using the software, you will then be able to load it to your OPS Admin section so all your files will be adjusted to your very own Studio's Preset. Use of the Perfectly Clear Preset Builder is Free, the cost for having your images corrected by Perfectly Clear is only \$0.05 per file.

**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.

**Perfectly Clear**  
By Ops

With Perfectly Clear you can make corrections that smooths skin, removes blemishes, clears up haze, removes noise, red-eye, and correct color cast, and more. It is recommended that you [test](#) your settings before you upload your images.

None

Apply a Perfectly Clear preset to all files. Only 5¢ per file. Choose from one of our presets or [download our preset builder](#) and then you can [upload a custom preset](#).

**Test Settings**

**NEW** 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 and is billed at 20¢ 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.

☒ No  
☐ Yes

**OPS/ACI Color Correction:** Is perfect for Studios preferring a human touch when it comes to the color correction of their image files. 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.

**Perfectly Clear**  
By iysyQ  
With Perfectly Clear you can make corrections that smooths skin, removes blemishes, clears up haze, removes noise, red-eye, and correct color cast, and more. It is recommended that you [test](#) your settings before you upload your images.

None  
Apply a Perfectly Clear preset to all files. Only 5¢ per file. Choose from one of our presets or [download our preset builder](#) and then you can [upload a custom preset](#).

**Test Settings**

**NEW** **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 and is billed at 20¢ 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.

☒ 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 close 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:

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.

With Perfectly clear you can make corrections that smooths skin, removes blemishes, clears up haze, removes noise, red-eyes, and correct color cast, and more. It is recommended that you [test](#) your settings before you upload your images.

None

Apply a Perfectly Clear preset to all files. Only 5¢ per file. Choose from one of our presets or [download our preset builder](#) and then you can [upload a custom preset](#).

Test Settings

**NEW** 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 and is billed at 28¢ 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.

☒ No

☐ Yes

## 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 knockout 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 knockout, 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.)

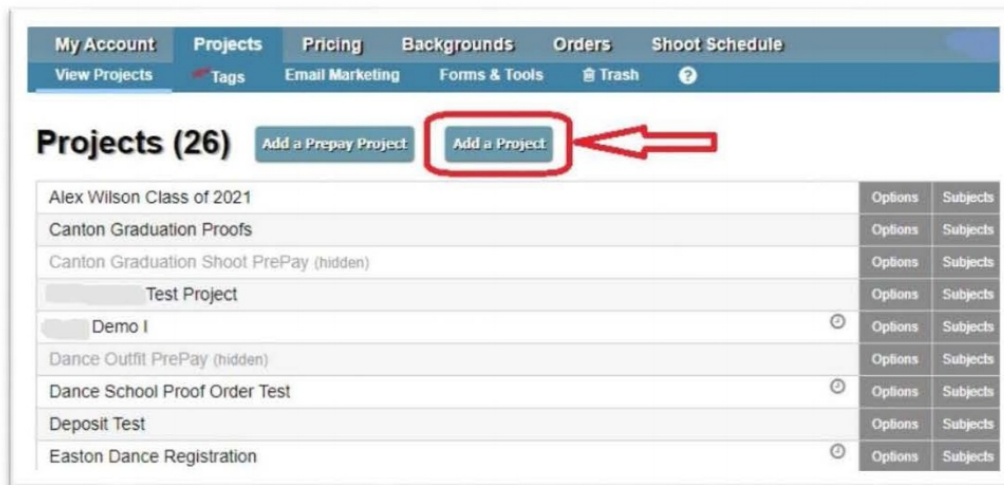
Individual ¾ Length Green Screen Knockout Files are priced at \$0.30 per file.

# 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

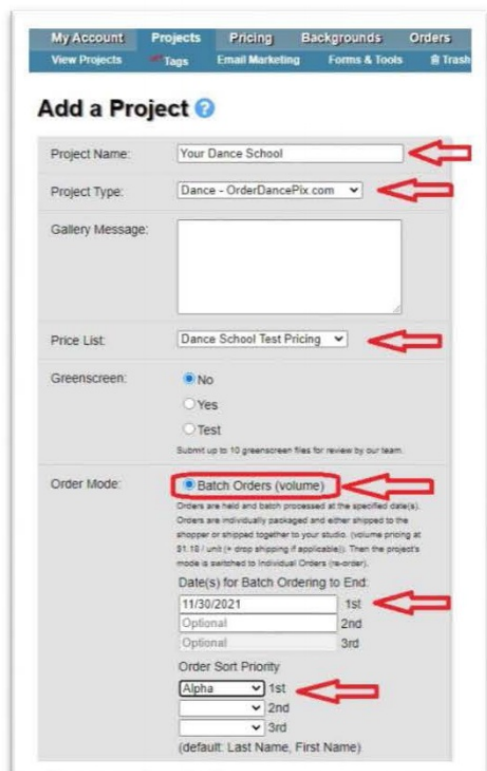


My Account	Projects	Pricing	Backgrounds	Orders	Shoot Schedule
View Projects	Tags	Email Marketing	Forms & Tools	Trash	?

**Projects (26)** [Add a Prepay Project](#) [Add a Project](#)

Project Name	Options	Subjects
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

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.



**Add a Project ?**

Project Name:

Project Type:

Gallery Message:

Price List:

Greenscreen: ☒ No ☐ Yes ☐ Test

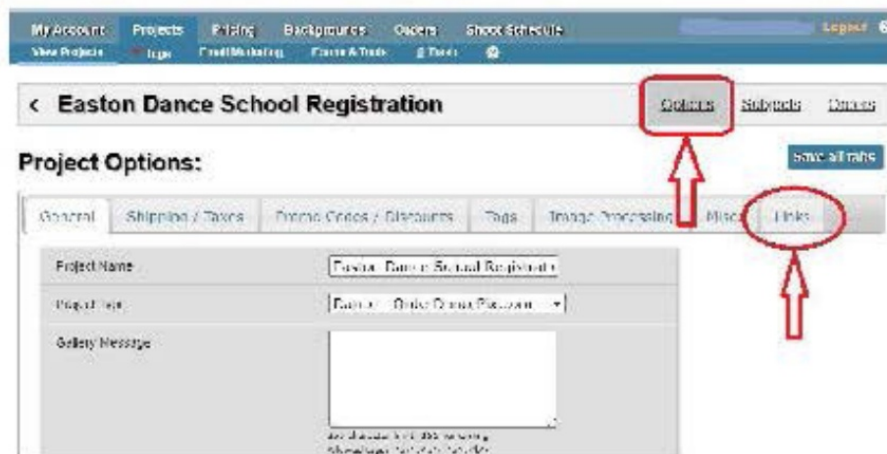
Order Mode: ☒ Batch Orders (volume) ☐ Individual Orders (re-order)

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

Order Sort Priority:  1st  2nd  3rd

(default: Last Name, First Name)

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



My Account Projects Editing Backgrounds Orders Shoot Schedule Logout

< 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 Registration

Project Type: Easton Dance School Registration

Gallery Name: [Empty Field]

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.

[ospgo.com/1F10](http://ospgo.com/1F10) visit copy

Print a Registration QR Code sign:

[ospgo.com/reg/48184](http://ospgo.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 **Short Cut 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 preregistration 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 the 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.)

11:46  
 Camera  
 AA ospgo.com

### 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](#)

< > [Share] [Bookmarks] [Tabs]

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	<a href="#">Edit</a>	<a href="#">Log in</a>
Jennifer Blaire	pptxdfce	<a href="#">Edit</a>	<a href="#">Log in</a>
Linda Hagar	ctcknknhz	<a href="#">Edit</a>	<a href="#">Log in</a>
Crystal Trask	fmradcjhp	<a href="#">Edit</a>	<a href="#">Log in</a>
Mary Bowden	szuesjfdn	<a href="#">Edit</a>	<a href="#">Log in</a>
Jenny Churchill	nmqtrsapp	<a href="#">Edit</a>	<a href="#">Log in</a>
Betty Durvin	uzvuymrcv	<a href="#">Edit</a>	<a href="#">Log in</a>
Anita Hobbs	tdrdhndru	<a href="#">Edit</a>	<a href="#">Log in</a>

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.

The screenshot shows the 'Easton Dance School Registration' page. At the top, there's a navigation bar with links: My Account, Projects, Pricing, Backgrounds, Orders, Shoot Schedule, and Logout. Below this is a sub-navigation bar with: View Projects, Tags, Email Marketing, Forms & Tools, and Trash. The main header shows the page title 'Easton Dance School Registration' and tabs for Options, Subjects, Contacts, and Orders. A message says 'To search for a subject click Ctrl + F to use your browsers search feature.' Below this is a table of subjects with columns 'Subjects (9)' and 'Password'. A dropdown menu for 'Subject Actions' is open, showing options like 'QR Codes / Barcodes', 'Add / Merge Subject Data Only', etc. Red arrows point to the 'Subject Actions' dropdown and the 'QR Codes / Barcodes' option.

Subjects (9)	Password
Laurie Austin	hdwxemdqn
Jennifer Blaire	pptxdfce
Linda Hagar	ctcknknhz
Crystal Trask	fmradcjhp
Mary Bowden	szuesjfdn
Jenny Churchill	nmqtrsapp
Betty Durvin	uzvuyrcv
Anita Hobbs	tdrdhdnu
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.

The screenshot shows the 'Order Entry PrePay Test II' page. It has tabs for Details, Summary, and Orders. Under 'Project Options', there's a 'PrePay' button highlighted with a red box. Below this, there's a section for 'Print a Registration QR Code sign' with a QR code and a 'Print' button. A green box on the right says 'You're All Set. Thank You. Ken is Registered.' with a 'Pre-Pay for Photos' button.

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

[Pre-Pay for Photos](#)



## Notes

## Notes



American **Color** Imaging

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