

How to Upload a Proof/Reorder Project Manually in The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix):

This option would only be used if you do not have data and need the images up right away. Most of the time studios will send us the data and images, fill out an underclass order form and let us upload the reorder job for them. However if your images do not need color correction, green screen extraction, and are already cropped, you can use this option.

No CSV file is used with this upload method. You would instead enter the data manually for every subject. This option is best for very small jobs with few subjects or for dance/sports jobs where you upload the images by team and not each individual. Keep in mind if you upload by team the parent will have to look through all the images for that team to find their child.

To upload a reorder/proof job you would select Add a Reorder/Proof Project. You would put in the project name. If you have a message you want parents to see when they log in to order you can put it in the message field. If it is a green screen job you will need to select yes and then select the background set to use for this job. The last question here is if it is going to be a reorder job or proof order. If you select proof order it will ask you what you want for the cutoff date for parents to order for the proof order after that date it will automatically turn into a reorder. It then asks how you want the bulk order to be sorted. For example, Grade-Teacher-Alpha. We can only sort it this way you fill these fields out for each subject. Then we hit save. This will take you to a page that is meant to list subjects. There are two methods to upload a project. One is with data and one is manually.

To upload a project manually, select the button that says Add subject manually. This will bring up a page for you to enter the first subject's information. For example, my first subject's name is Jennifer Harris, she is in 8th grade, and her teachers name is Mr. Wilson and her password will be PW 1234. We need to type all this information in the correct spots. First name would be Jennifer. Last name is Harris. I am giving her the password of 1234. Teacher is Mr. Wilson. Grade is 8.

Not all of this information is required, you can use any of the fields provided as needed, however, we suggest to put at least a name in. If you are uploading an order by group you would put the group's name in the first name field and password is required. Once all the information is added you would select Save. Once you hit save it will take you to a screen that looks the same with the same information but at the bottom it will say add multiple images. If you click on this it will have you browse out to select all of the images for this subject. If you have group images you would not include them in the add multiple images upload if you want to offer a memory mate. You would just upload the individuals images and then come back in to the edit subject screen from the subject list for the subject and upload the group images as a single image. The issue is if you have 20 people in the same group image you will need to have 20 copies of that image on your computer as each subject needs to have the group image and you can only use an image name once per project. In my example, I only have one image for Jennifer so I will select Add single Image. After selecting that button It will let you know images

need to be sized at least at 8X10 at 250 dpi. Green screen images must already have the greenscreen job knocked out. If not using greenscreen the file needs to be a jpg. If it is a greenscreen job after knockout the file needs to be uploaded as PNG. Images must be rotated heads up. Images should be cropped for best appearance. We recommend 8X10 crop for best results. Images should be color corrected before uploading, they will not be color corrected for printing. It will ask you if it is a group image. In my example the answer is no. You can add a nickname and year for the subject if you would like. I will select choose file and find the image for the subject and select open. Once you are back on the edit subject information screen I will select upload. Once the upload is done it will show you on the top if the image was added or if there were any issues uploading the file. I am done with this subject so I will hit back to subjects and select add subject manually again and complete the process again for the next subject.

The subject information is First name-Joey, Last name-Harris, Password 1235, Teacher-Mrs Sanchez, Grade-3. We hit save. Then hit add single image. Hit choose a file. Browse out for the image and select it and hit open. Then hit upload. You will need to have a separate unique password for each individual/group uploaded.

You would repeat this for each subject. Once you are done the job is ready for people to start ordering. You will have to make sure to get the passwords and event link out to parents. You can find the event link by clicking Projects and then edit next to the event name. The top link to project login is what you would give parents to take them directly to the project home screen. If you have a website that you want to embed the link on you would use the link code.

If you have any questions please contact the Underclass Department in Customer Service at 1-800-728-2722