

How to Upload a Proof or Reorder project with Data in The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix)

Most of the time studios will send us the data and images to upload, and then fill out our underclass order form. However if your images do not need color correction, green screen extraction and are already cropped you can upload them yourself so they are available right away.

Please log into your The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) account and select projects. 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 if all the information was included in the data and used when you are mapping the fields. Then 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 with data you must have a CSV file with the needed information on it. At the minimum we suggest to have first name, last name, image number, ticketcode. You need to assign each subject a ticketcode (password) on the CSV file in order for this to work. If you plan on using email marketing you can add the email address under a email column of your CSV. If you have groups with the data they need to go under the group image field. Only the group image under the group image field on the data form with the individual image will be able to be used for memory mates.

Once you have your CSV file ready you would select Add subjects with Data. You then browse out to find the CSV file on your computer. Select the file and hit open. Then hit upload file.

Next we need to map the fields to The Volume Suite's (OrderSchoolPix, OrderSportsPix, OrderDancePix) data fields to make sure everything imports correctly. Make sure to match the The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) fields with the fields from your data file that you want to use. If you do not want to use the field you can leave the CSV field section blank for that info. Once everything is mapped up you select import data.

Next we need to add images. Hit select files and find all the images you need to upload for the job. If there were images that were not uploaded for some reason it will show you an error and tell you why it was not uploaded. Once the images are loaded, it will show you the subject list that has all the students listed with the picture attached. If there were no additional images to add to the job 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