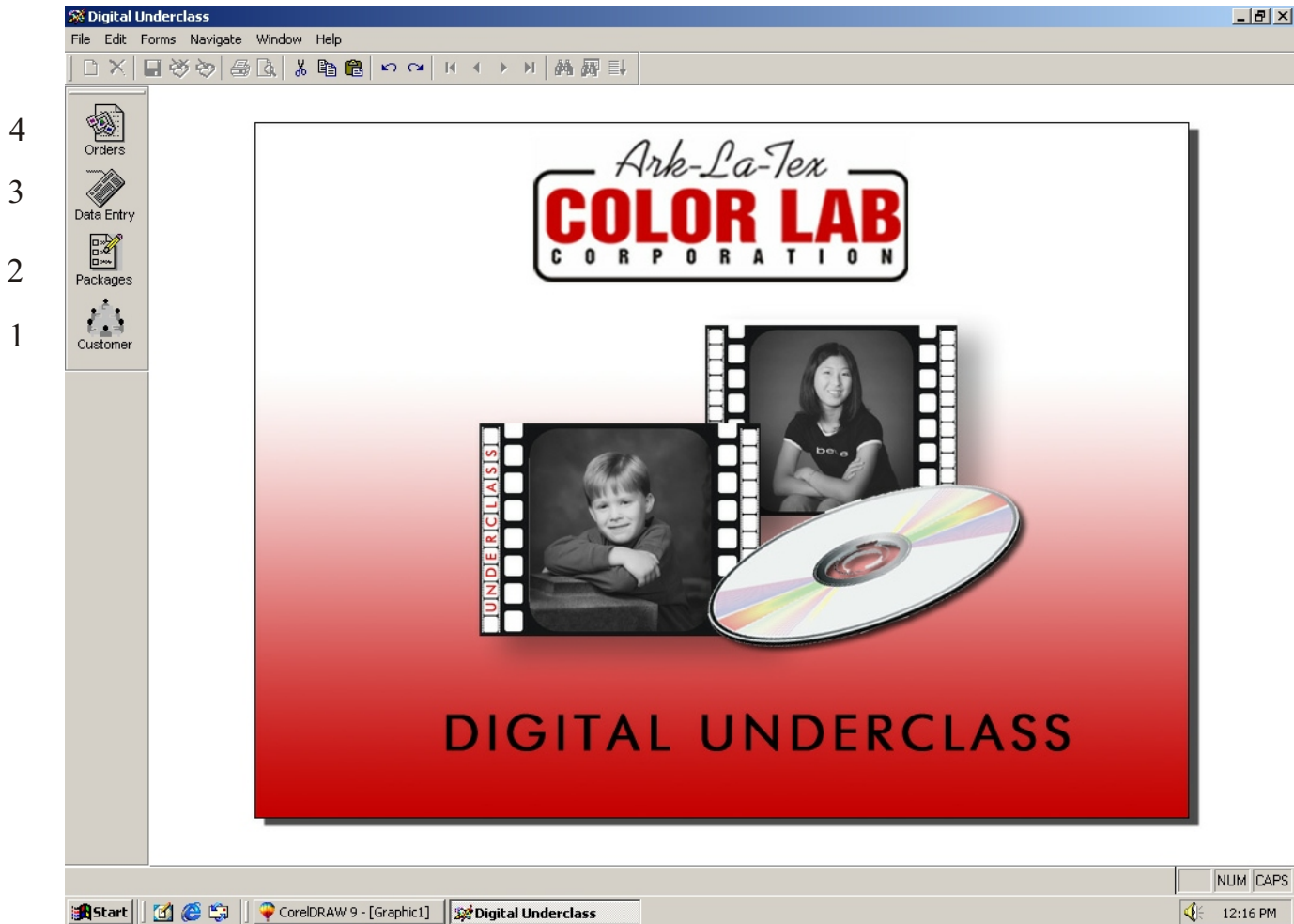# Main Screen

From your Main Screen you can reach:
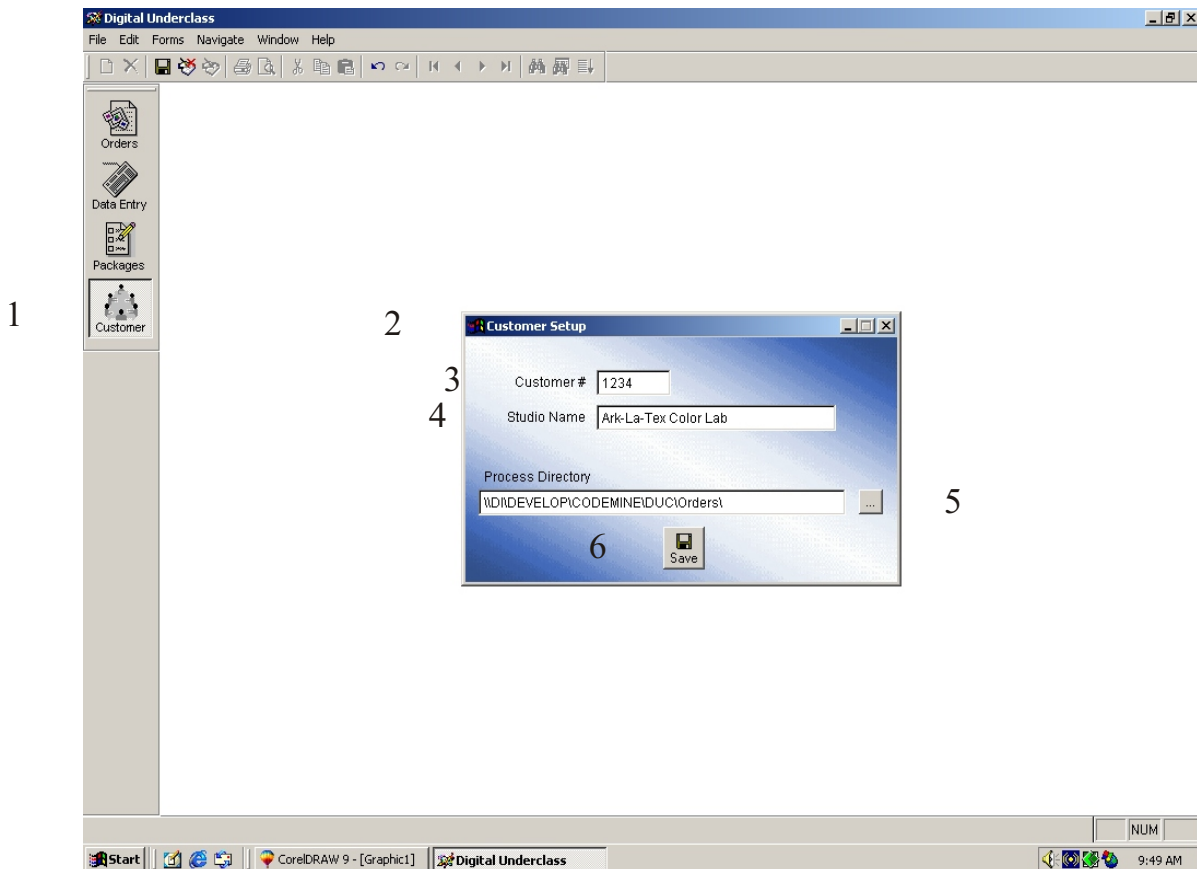
#1 - Customer Information

#2 - Package Information

#3 - Data Entry Information

#4 - Order Information

Customer Setup Screen

#1 - Click **Customer** button

#2 - **Customer Setup** screen will appear

#3 - Type in **Customer #**
   (This is your account number on file at the lab)

#4 - Type in **Studio Name**
   (This is how your studio name appears on your account)

#5 - Select **…**
   (This is the location you will go to burn your cd and send to the lab)
   (Select location on your computer to store images and data)
   (We suggest you save your orders in "ORDERS"folder in the "DUC" folder

#6 - Click **Save** to hold the previously entered information

Notes:
If at any time you need to change this information repeat the steps above, otherwise you should not have to visit this screen again.

Package Information Screen
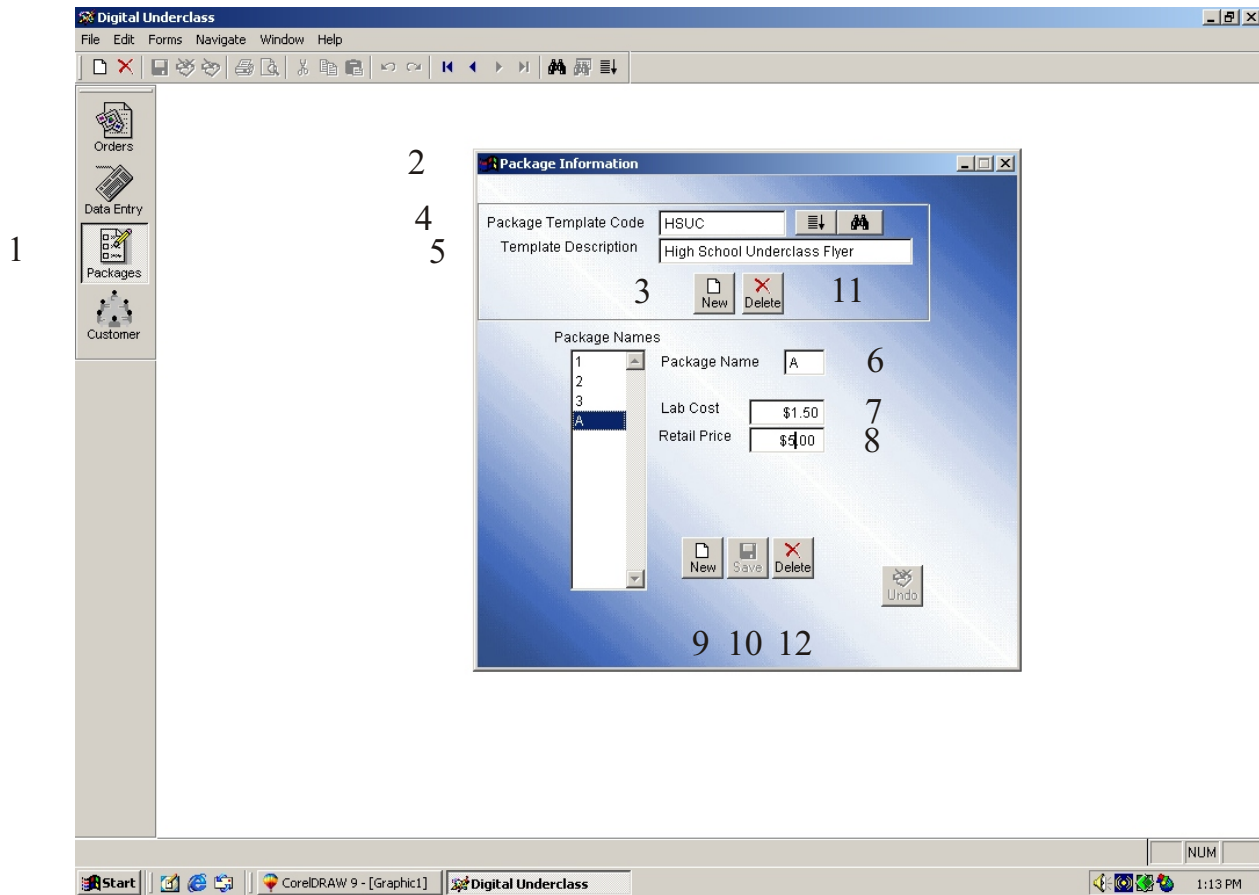
#1 - Click **Packages** button

#2 - **Package Information** screen appears

#3 - Click **New** (upper portion of the screen)

#4 - Type in **Package Template Code**
(This is the template code the lab has on file or needs to have on file)

#5 - Type in **Template Description**
(This is to specify what the template is used for; example: daycare, elementary, high school

#6 - Type in your first **Package Name**
(You may use numbers or letters)

#7 - Type in approximate **Lab Cost** for each package
(For your purpose only)

#8 - Type in your **Retail Price** is for each package
(For your purpose only)

#9 - Click **New** (lower portion of the screen)
(This will allow you to move to your next package; do not click new after the last package you enter)

REPEAT STEPS 6-9 UNTIL ALL PACKAGES ARE ENTERED

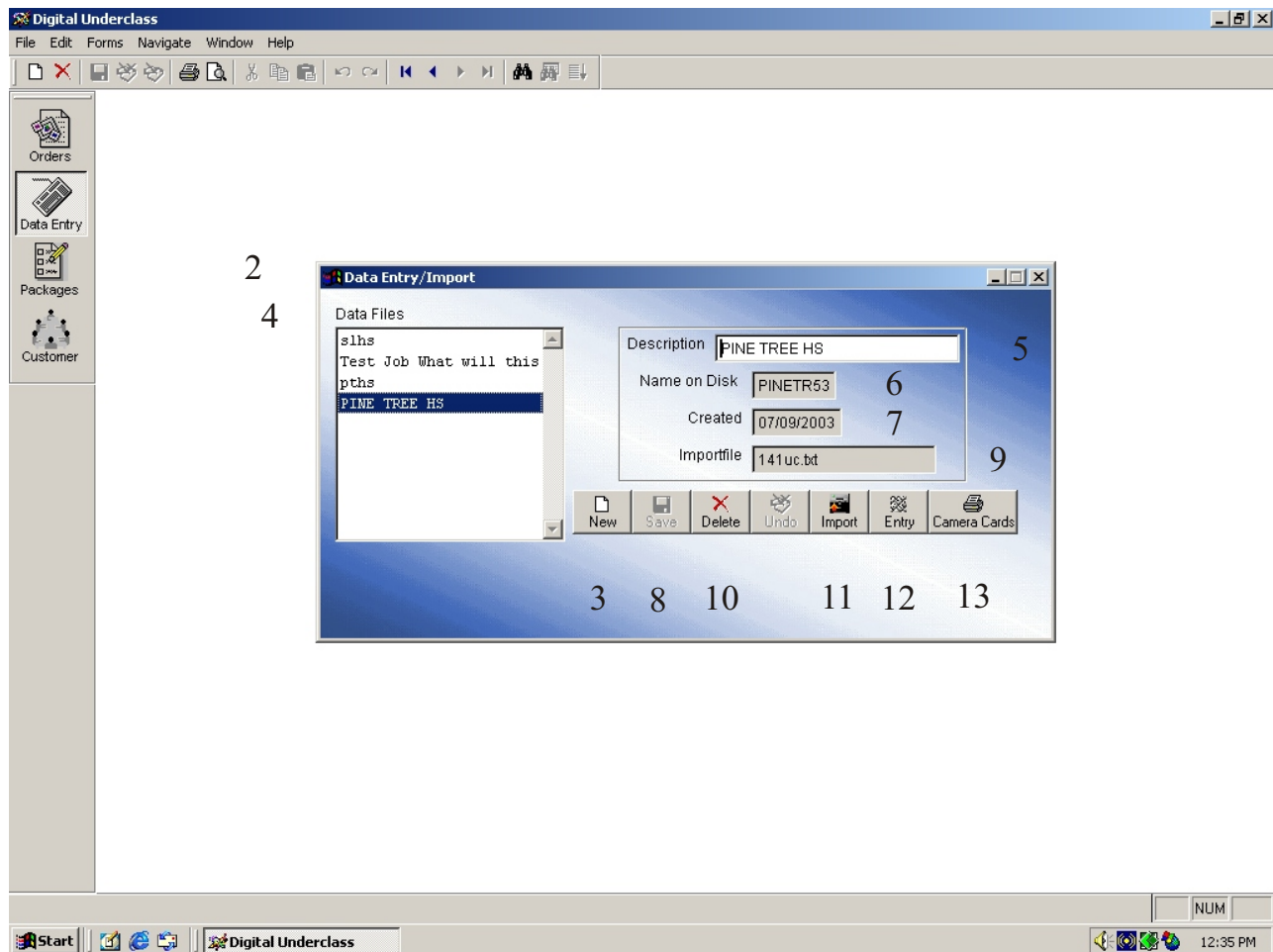**#10** - Click the **Save** button once your last package is entered

Notes:
You can delete a template by clicking the **Delete** button (**#11**)

You can delete a package name by clicking the **Delete** button (**#12**)

Every template that you setup should be sent to the lab in paper form with template code you have used and what each package consists of!!

Data Entry/Import Screen

#1 - Click **Data Entry** button

#2 - The **Data Entry/Impor**t screen appears

#3 - Click the **New** button

#4 - The **Data Files** box shows all of the files you have imported past and present

#5 - Type in the **Description** box what you want the file to be named
(This can be numbers or letters)

#6 - The **Name on Disk** is for lab purpose only

#7 - The **Created** box will automatically populate the date

#8 - Click the **Save** button

#9 - The **Importfile** will show the name of the file you imported
(This only applies if you received a file from the school)
(This will only show after you have actually imported a file)

#10 - The **Delete** button will remove the file that is selected in the Data Files box

#11 - Click **Import** button if you have received a file from the school
    (See "IMPORT SCHOOL TEXT" for detailed instructions)

#12 - Click **Entry** button if you need to enter data to print your camera cards
    (See "DATA ENTRY SCREEN" for detailed instructions)

#13 - Click **Camera Cards** button to print cards or labels
    (See "PRINTING CAMERA CARDS" for detailed instructions)

Notes:
You can only print Camera Cards after you have Entered or Imported

Data Entry Screen

#1 - Click the **Entry** button located on Data Entry/Import screen

#2 - The **Camera Card Data Entry** box will appear
(This indicates all the fields available for entry)
(You do not have to use all fields)

#3 - Click the **Setup** button
(This allows you to choose only the **Entry Fields #4** that apply to your school)
(You may also choose to **Carry Over #5** certain fields; this provides for less typing)

#6 - Click the **Close** button once selections have been made

#7 - Click the **New** button

#8 - The fields that appear white are the fields you selected as your setup
(Proceed typing the students information)

#9 - You may either click the **Save** button then the **New** button or hit the **asterisk** after each student
(This will move you to the next blank screen)

#10 - Click the **Delete** button to get rid of the student that appears on the screen

#11 - You may click the **First**, **Prior**, **Next**, **Last**, **Find**, or **List** button
(This would be helpful if you thought you had gotten off entering)
(This may also be helpful when trying to locate a particular student)

Notes:

This screen would normally be used when the school could not provide you
with a file that could be imported with this program.

This is used for the instances when you have received the information ahead of
time(in paper format, not importable) and need to enter for the purpose of camera cards/labels.

Import School Text
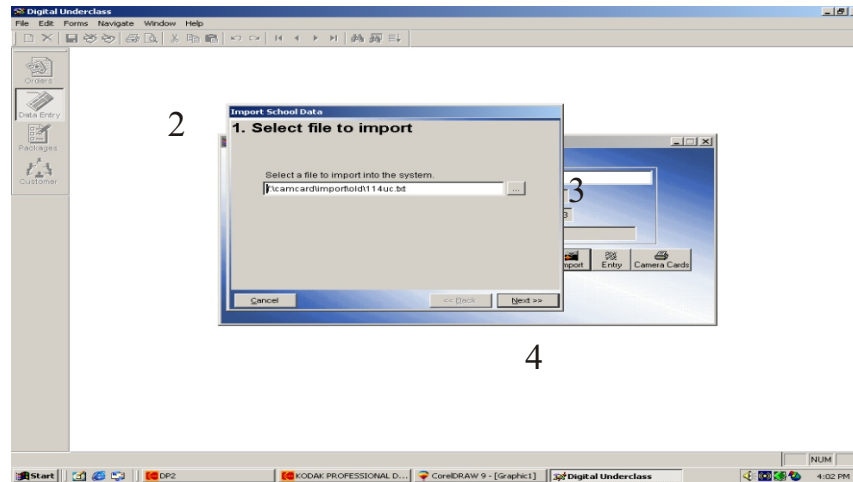
#1 - Click the **Import** button located on the DataEntry/Import screen

#2 - The **Select File to Import** box will appear

#3 - Click **…** To indicate where the file you wish to import is located
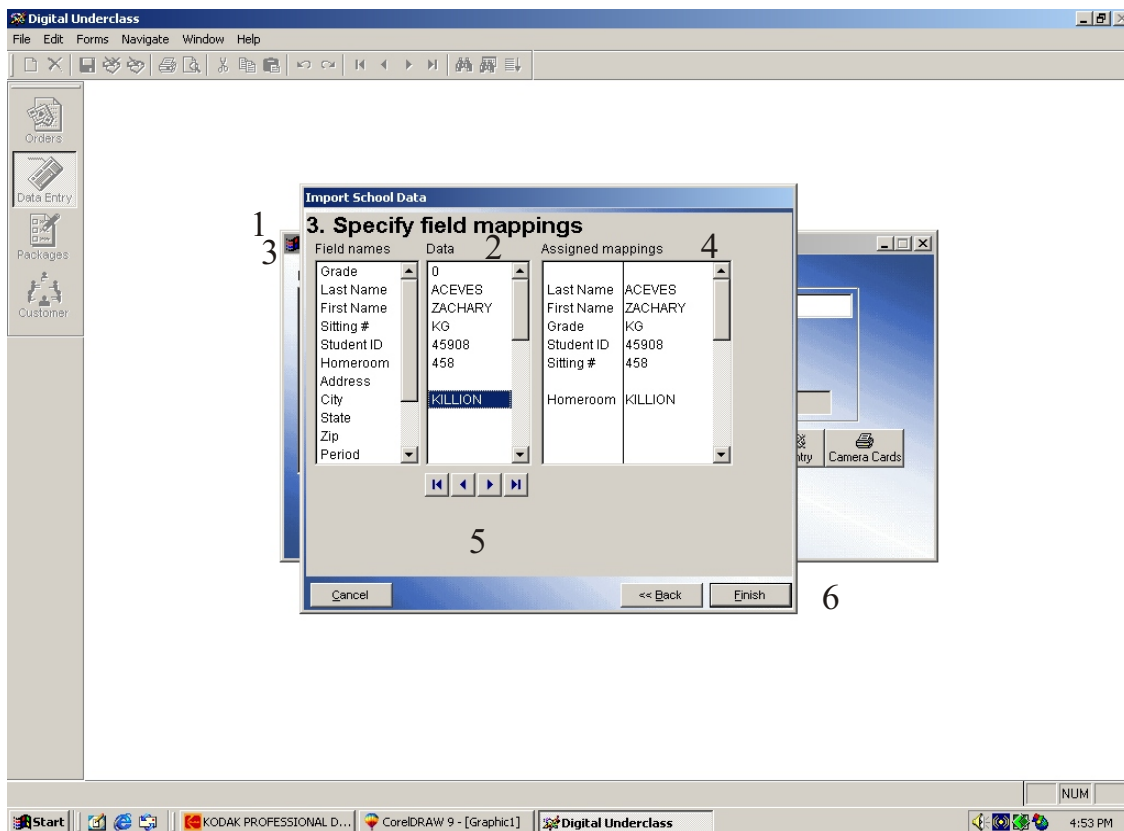
#4 - Click **Next**
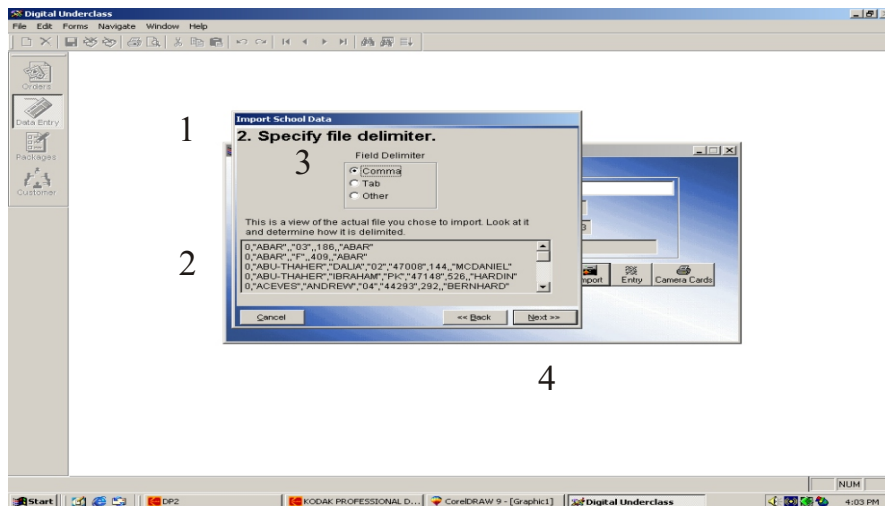
#1 - The **Specify file delimiter** box will appear

#2 - Look at the box to see how the fields in the file are spaced (Comma, Tab, or Other)

#3 - Select the **Field Delimiter**

#4 - Click **Next**

#1 - The **Specify field mappings** box appears

#2 - Select the first line of **Data** you wish to import

#3 - Double click the corresponding **Field name** that goes with it

#4 - Under **Assigned mappings** you will see side by side the items you have chosen to
 go together
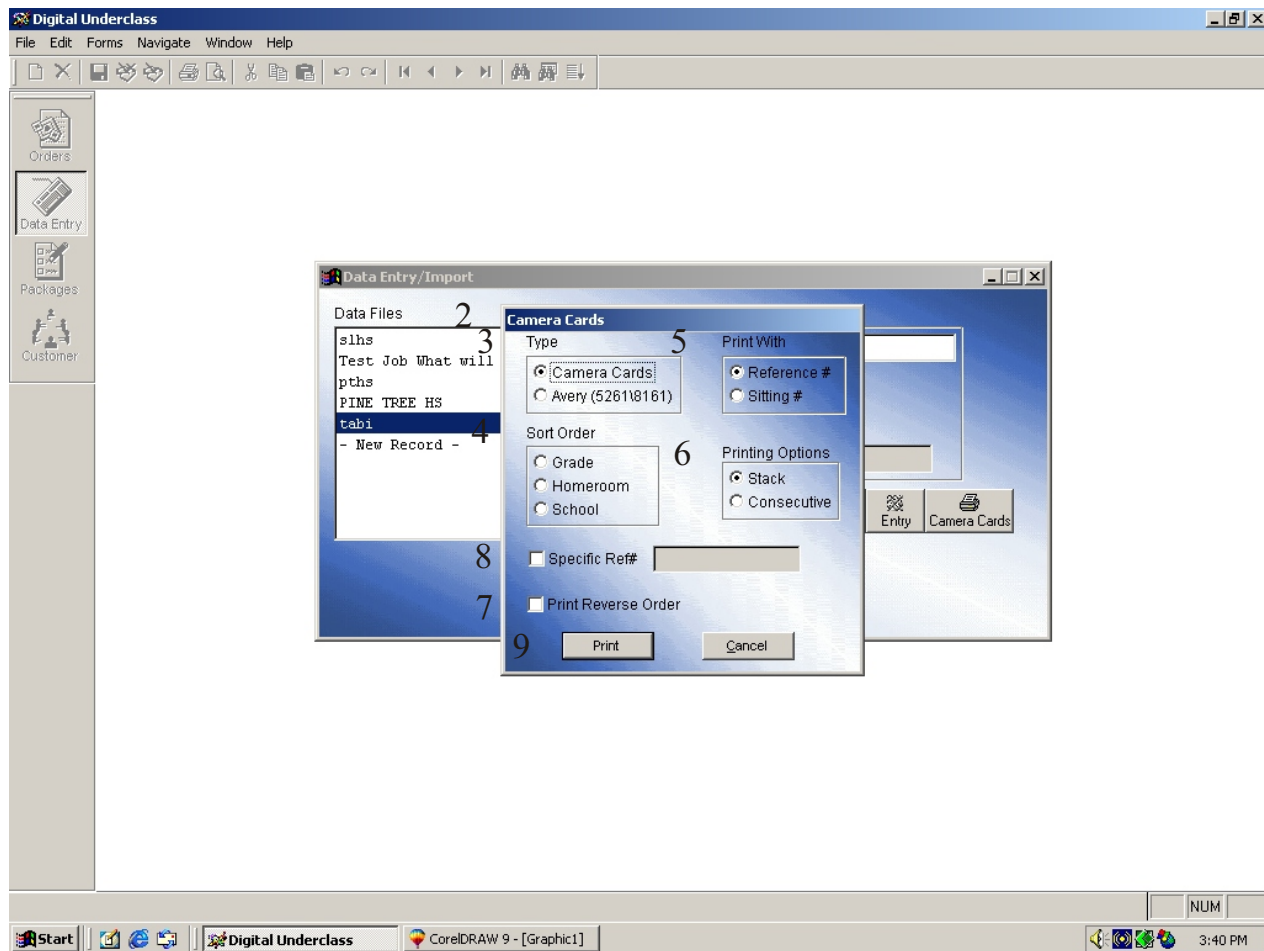 (If you happen to make a mistake, you can double click on the item to delete it)

#5 - You may click any of the arrows to ensure you are correct as you move through the file
 (Once you feel comfortable with what you have chosen you may stop)

#6 - Click **Finish**

Notes:

You do not have to import every field into your job; select only the fields you need or want.

Printing Camera Cards

#1 - Click Camera Cards from the Data Entry/Import screen

#2 - The **Camera Cards** print box will appear

#3 - Select the **Type** of paper you want to print on
    (Avery meaning labels)

#4 - Select the **Sort Order** you want the cards to print in
    (Alpha-Grade, Alpha-Homeroom, Alpha-School)

#5 - Select the number you want the cards to **Print With**
    (Reference # or Sitting #)

#6 - Select the **Printing Option** you want
    (Stack or Consecutive)(You may choose to run a test to see which you prefer)

#7 - Click if you want cards to be printed in **Reverse Order**

#8 - Type in the range of cards or card that you need in **Specific Ref#**
    (Only if you are missing a card or cards)

#9 - Click **Print**

Orders Screen
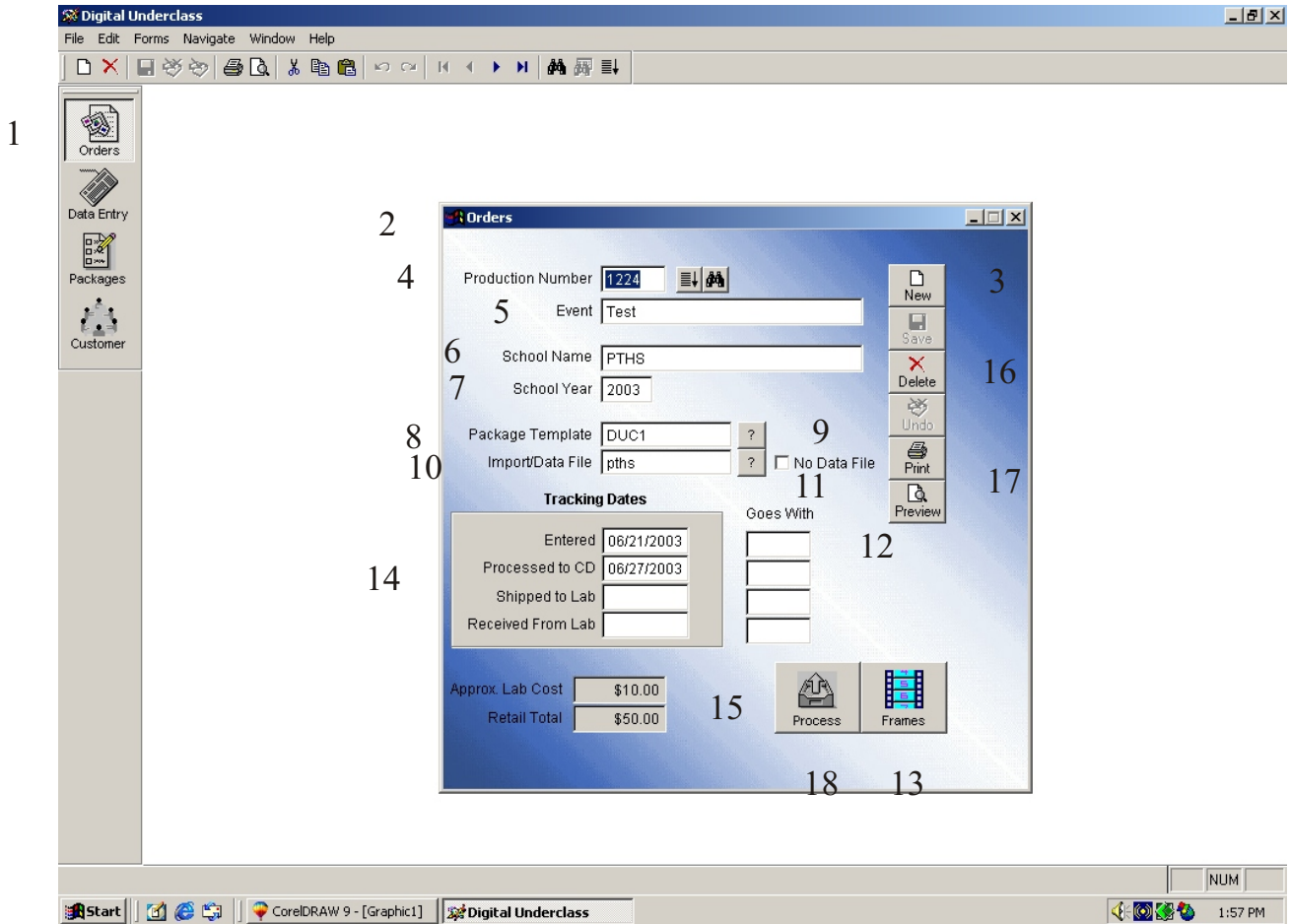
#1 - Click **Orders** button

#2 - The **Orders** screen appears

#3 - Click the **New** button

#4 - Type in the **Production Number**
(This is the number on you production order form from the lab)
(This system will only allow a 5 digit number)

#5 - Type in **Event**
(School name, Campus, or Daycare)

#6 - Type in **School Name**

#7 - Type in **School Year**

#8 - Type in **Package Template** name
(This is the packages you have offered the school)
(If you are unsure of the name click the **?(#9)** it will give you al list of all the templates
 you have setup)

#10 - Type in your **Import/Data File** name
    (This is the name of the Data File you imported)
    (If you are unsure of the exact name click the **?** It will give you a list to choose from)

#11 - If you do not have a file that was imported click **No Data File**
    (This will allow you to type the information as you are sequencing)

#12 - Type in the **Goes With** number
    (This is only if the order is to be packaged with class groups or composites)

#13 - Click **Frames**
    (This is where you will enter your packages)
    (See "FRAME DATA" for detailed instructions)

Notes:

#14 - The **Entered** field will automatically populate
    The **Processed to CD** will automatically populate
    The **Shipped to Lab** is for your use only
   The **Received From Lab** is for your use only

#15 - **Approximate Lab Cost** and **Retail Total**
    (This will automatically populate amounts coming from the information given in the packages screen)

#16 - Click the **Delete** button to delete an entire order
    (The order number that appears on the screen will be the one deleted)

#17 - You may also **Print** or **Preview** reports

#18 - Your **Process** button must be clicked after the order is complete
    (This merges your data to your image)

Frame Data
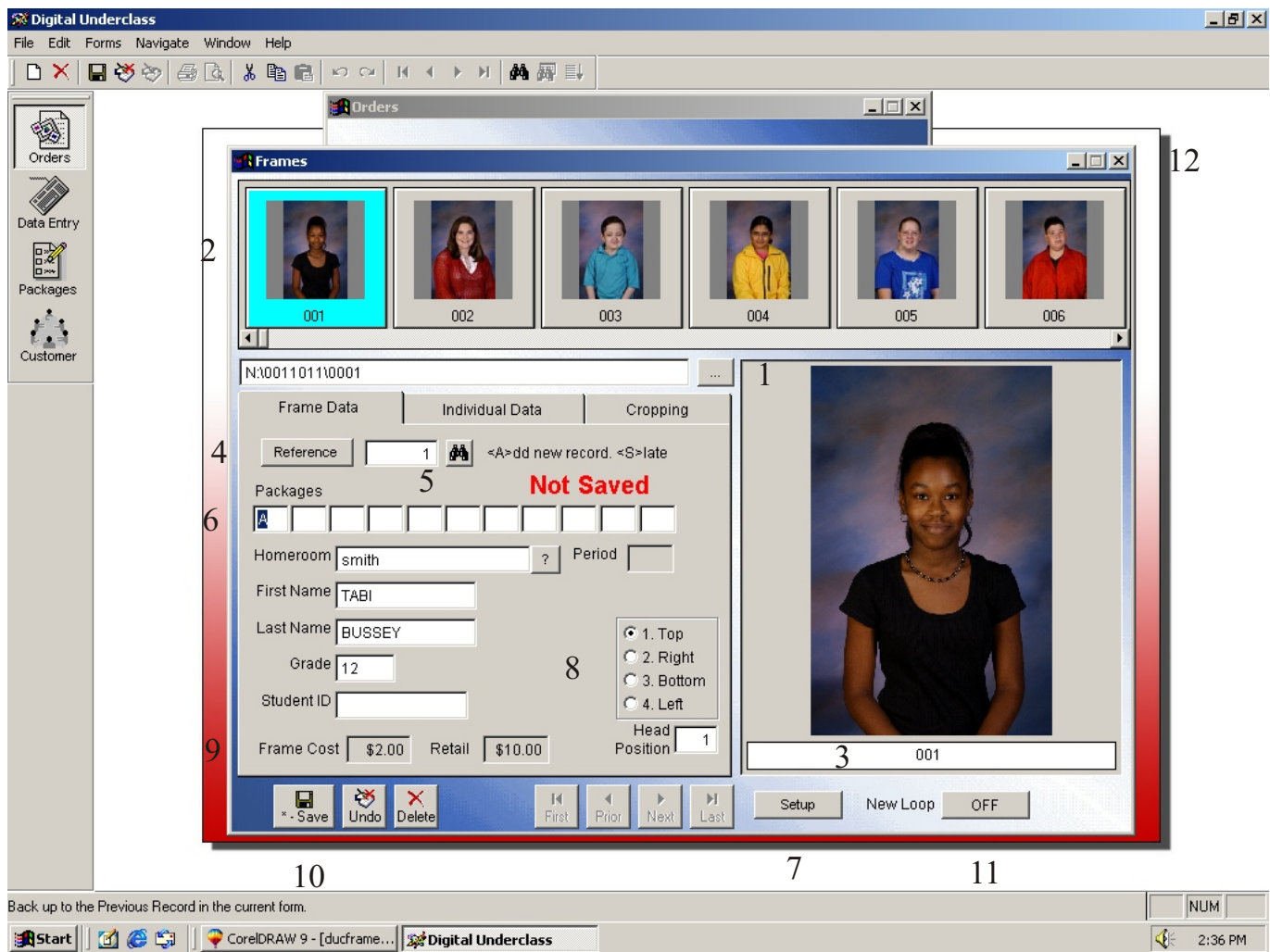
#1 - Click **…**
    (Navigate to the place you have your images stored from your camera and select them)

#2 - The images will appear across the top of the screen

#3 - This is the image name that your camera has assigned

#4 - Select **Reference** or **Sitting** which ever applies to you

#5 - Type in your **Reference/Sitting** or barcode the number that corresponds with the child you have selected
    (The information you imported or previously typed for camera cards should appear in appropriate fields)

#6 - Enter the **Package** code the student has ordered
    (Only 1 letter or number per box)

#7 - Click the **Setup** button
    (If you wish to data entry the students at this time)
    (Select the fields you wish to enter information)

#8 - Designate the **Head Position**
(This function will carry over! BE CAREFUL IN CASE OF CHANGE)

#9 - Your **Frame Cost** and **Retail Cost** will reflect the information you have entered for
that particular frame

Notes:

Your **asterisk** key will save and allow you to move to the next student or the **Save** button **#10**.

If you enter an **"S"** in the Reference/Sitting field that frame will be considered a slate.
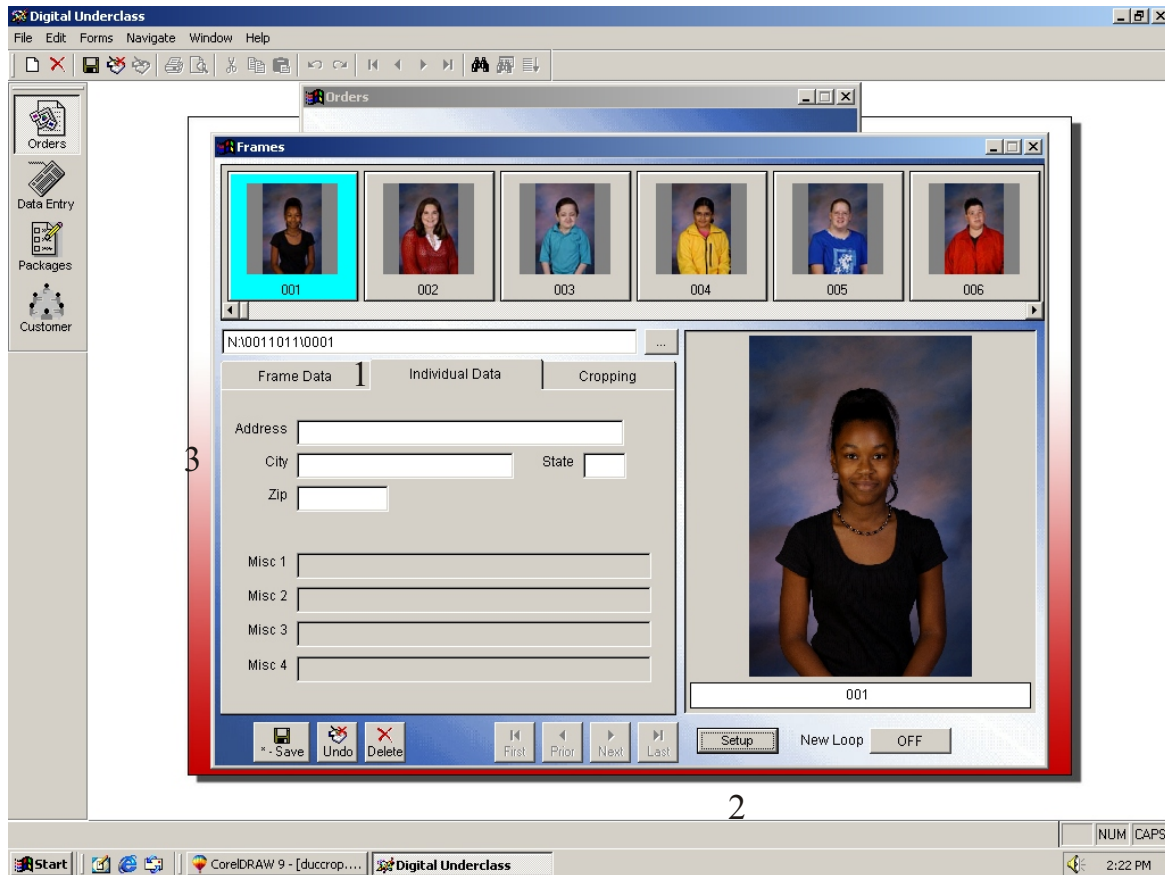
If you enter an **"A"** in the Reference/Sitting field you will add an new record.

Click **New Loop #11** if you are entering all students information in this screen the data box will
automatically come up after you save

Click the **X** button **#12** to leave any screen

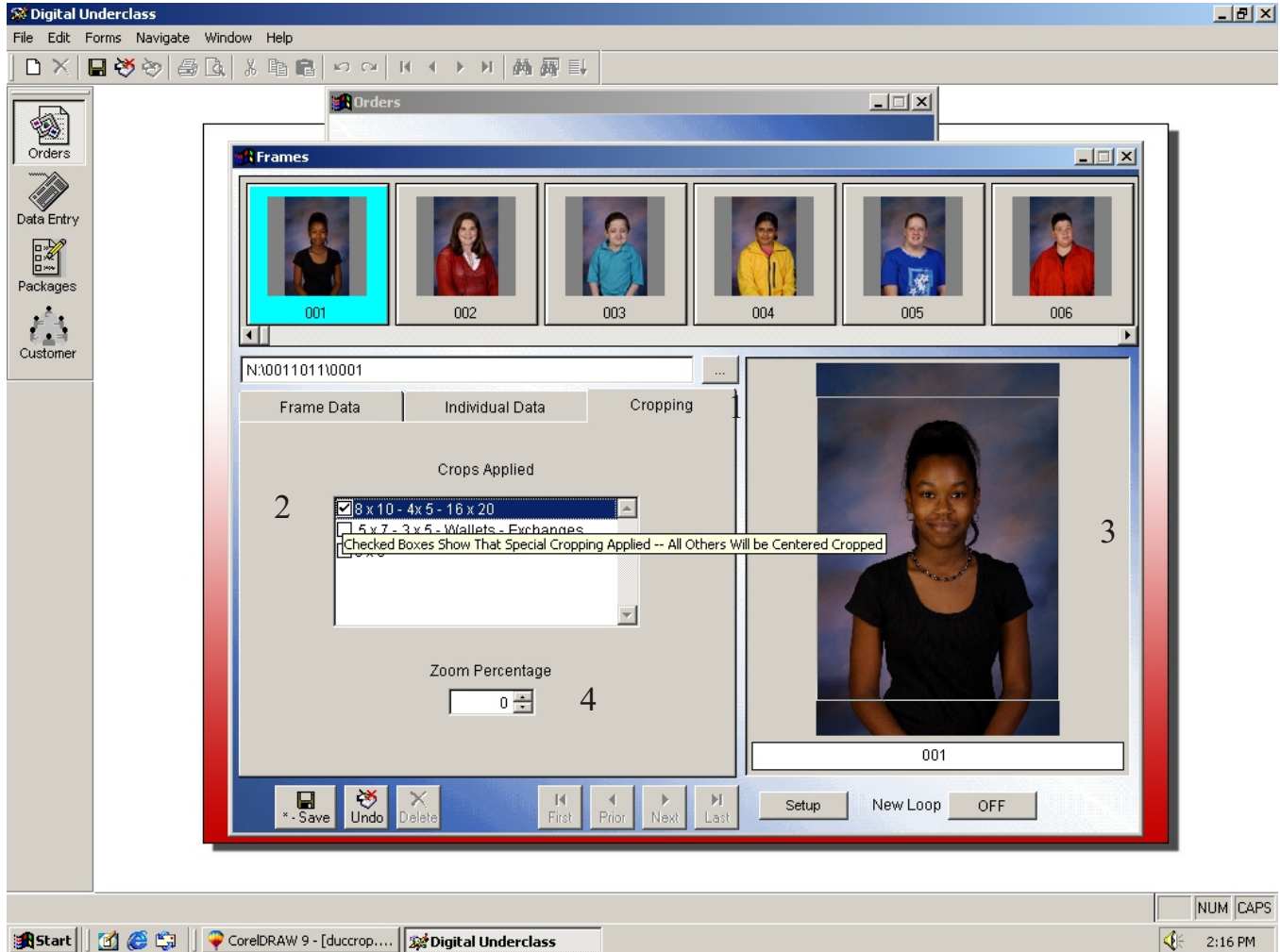**DO NOT FORGET TO PROCESS YOUR ORDER!**

Individual Data

#1 - Click the **Individual Data** tab
(If you are needing to add additional information for particular students or all students)

#2 - Click **Setup** button
(Select the fields you wish to add information)

#3 - Type the information needed

Cropping Screen

#1 - Click **Cropping** tab
    (If you choose to have a custom crop)
    (If you wish to see how a particular size is going to crop)

#2 - Click the print size you want to crop
    (If you have different print sizes you must crop each one)
    (The check indicates you have made a change)

#3 - You can move the crop box around by using your mouse
    (What you see inside the white box is what will print)

#4 - You can choose the **Zoom Percentage** and crop
    (The higher the number the tighter the crop will be)