# Netlife PhotoSuite Pro - tutorial

This tutorial describes how you can use Netlife PhotoSuite Pro to solve the following case:
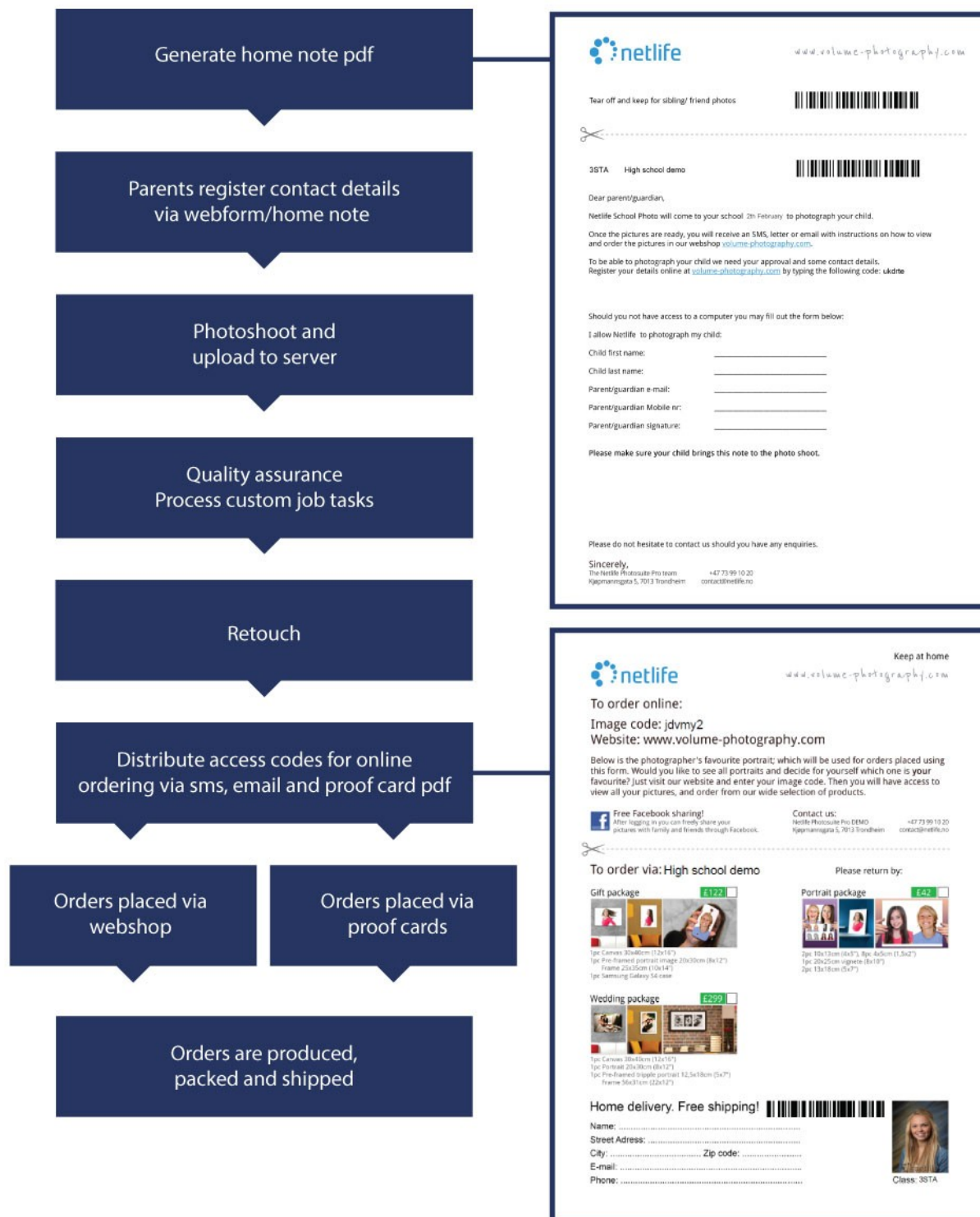
- Individual portraits for students and staff.
- Group photo for primary group and subgroups.
- Group photos containing subject names.
- Sibling/friend photo.
- Several photographers at the same job.

- ID card - image export with meta data.
- School database - image export using presets.
- Hard copy yearbook sale and export.
- Free group picture staff.
- Free digital portrait staff children + discount voucher.

- Enable time limited bulk shipment for school pickup and home delivery.
- Proof cards in combination with online sales.
- Outsourced image retouch.
- Production workflow.
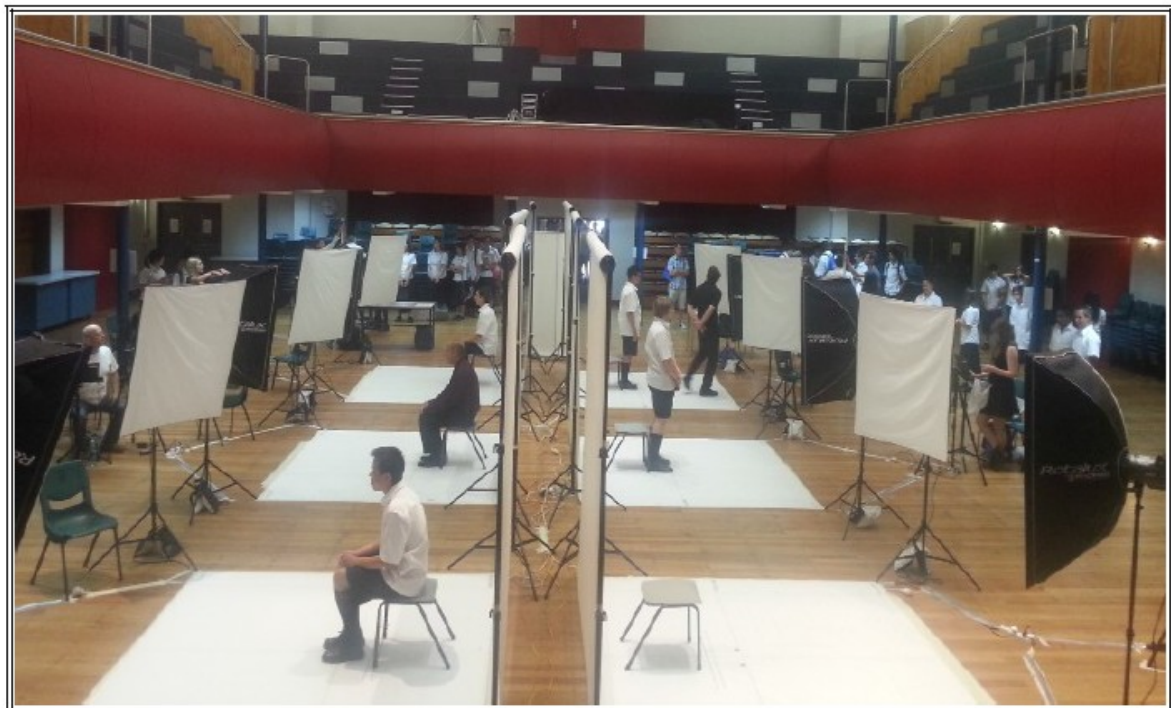
Field operation in New Zealand were they shoot a class in approx. 6 minutes.
The biggest school with 3146 subjects was done in two days.

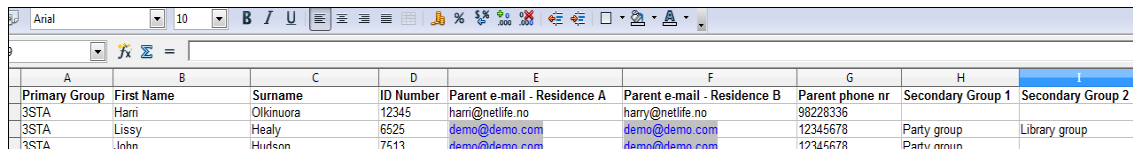System overview (if subject name/contact details are missing):

JOB WORKFLOW

- Generate home note pdf
- Parents register contact details via webform/home note
- Photoshoot and upload to server
- Quality assurance Process custom job tasks
- Retouch
- Distribute access codes for online ordering via sms, email and proof card pdf
  - Orders placed via webshop
  - Orders placed via proof cards
- Orders are produced, packed and shipped

How to create new Job: **(webadmin)**

With subject info:

If you receive a data sheet (.csv or Excel file) with subject info, you upload the file in webadmin when you create a new job.
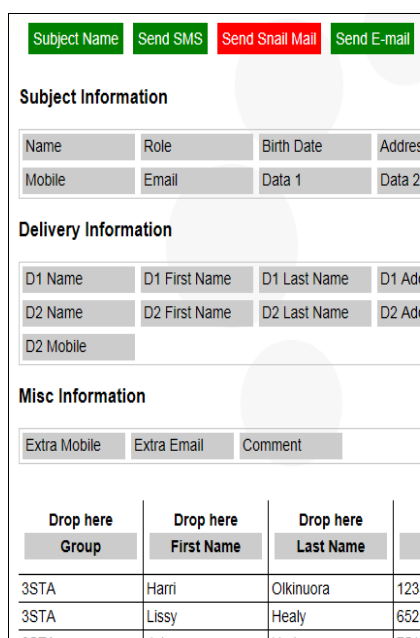
	A	B	C	D	E	F	G	H	I
	Primary Group	First Name	Surname	ID Number	Parent e-mail - Residence A	Parent e-mail - Residence B	Parent phone nr	Secondary Group 1	Secondary Group 2
	3STA	Harri	Olkinuora	12345	harri@netlife.no	harry@netlife.no	98228336		
	3STA	Lissy	Healy	6525	demo@demo.com	demo@demo.com	12345678	Party group	Library group
	3STA	John	Hudson	7513	demo@demo.com	demo@demo.com	12345678	Party group	

An administrator will create the new job using our web based admin system. (www.domain/admin)

He/she will upload the data sheet, allocate the job to the assigned photographers and select job type.

The system can be used for all types of photography from baby photo to events. The jobtype settings will activate automated features/settings and take care of the "sales process". Sample of presets are code distribution, reminders, products packages, price lists etc.

After uploading the name list you then tag each column using drag and drop, since the list can be different from time to time.

Without subject info:

Create a new job and enter group names and number of subjects pr group.

Set the date of photography in info text 1 field on the job. This date will automatically be generated on the pdf.

Web registration form is activated on the job type (advanced settings).

Generate home note pdf using the Download PDF/scv feature on the job.

PS! A link to the right pdf will also be sent to the person who print the pdfs and send it to the schools. It this is selected as an option under code type.

Home note sample:

netlife

www.volume-photography.com

Tear off and keep for sibling/ friend photos

- -

3STA   High school demo

Dear parent/guardian,

Netlife School Photo will come to your school   to photograph your child.

Once the pictures are ready, you will receive an SMS, letter or email with instructions on how to view and order the pictures in our webshop volume-photography.com.

To be able to photograph your child we need your approval and some contact details.
Register your details online at volume-photography.com by typing the following code: ukdrte

Should you not have access to a computer you may fill out the form below:

I allow Netlife to photograph my child:

Child first name: _____

Child last name: _____

Parent/guardian e-mail: _____

Parent/guardian Mobile nr: _____

Parent/guardian signature: _____

Please make sure your child brings this note to the photo shoot.
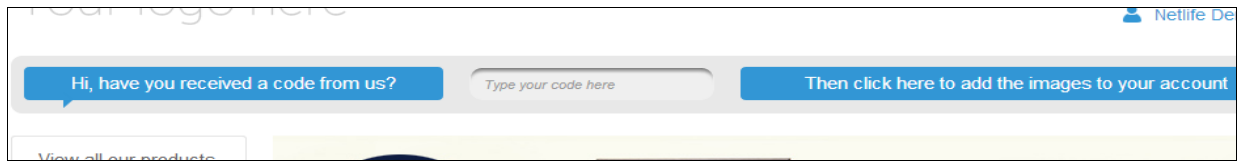
Please do not hesitate to contact us should you have any enquiries.

Sincerely,
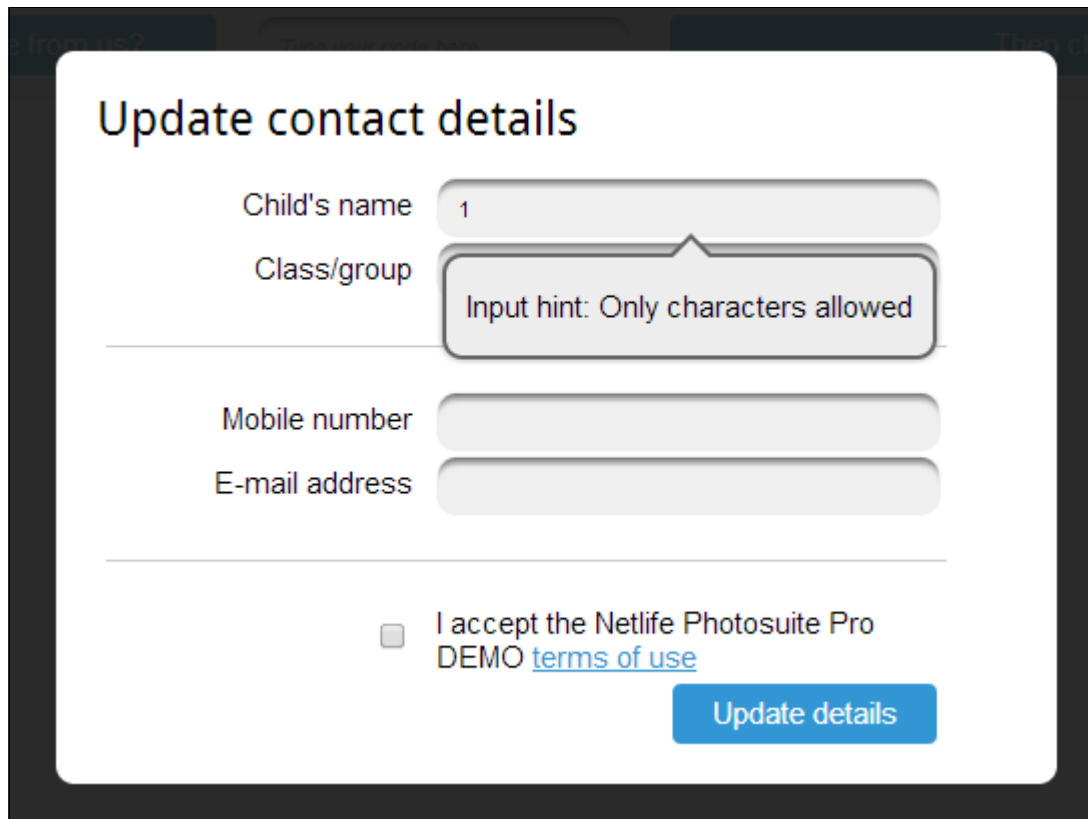The Netlife Photosuite Pro team   +47 73 99 10 20
Kjøpmannsgata 5, 7013 Trondheim   contact@netlife.no

Parents register their kids name and contact details using the webform. The webform will be activated automatically by typing in their code (if web registration form is activated and the job is not set to status 9- webshop):

The photographer download the job file in the morning before the photoshoot, so he get the latest updates of the worklist.
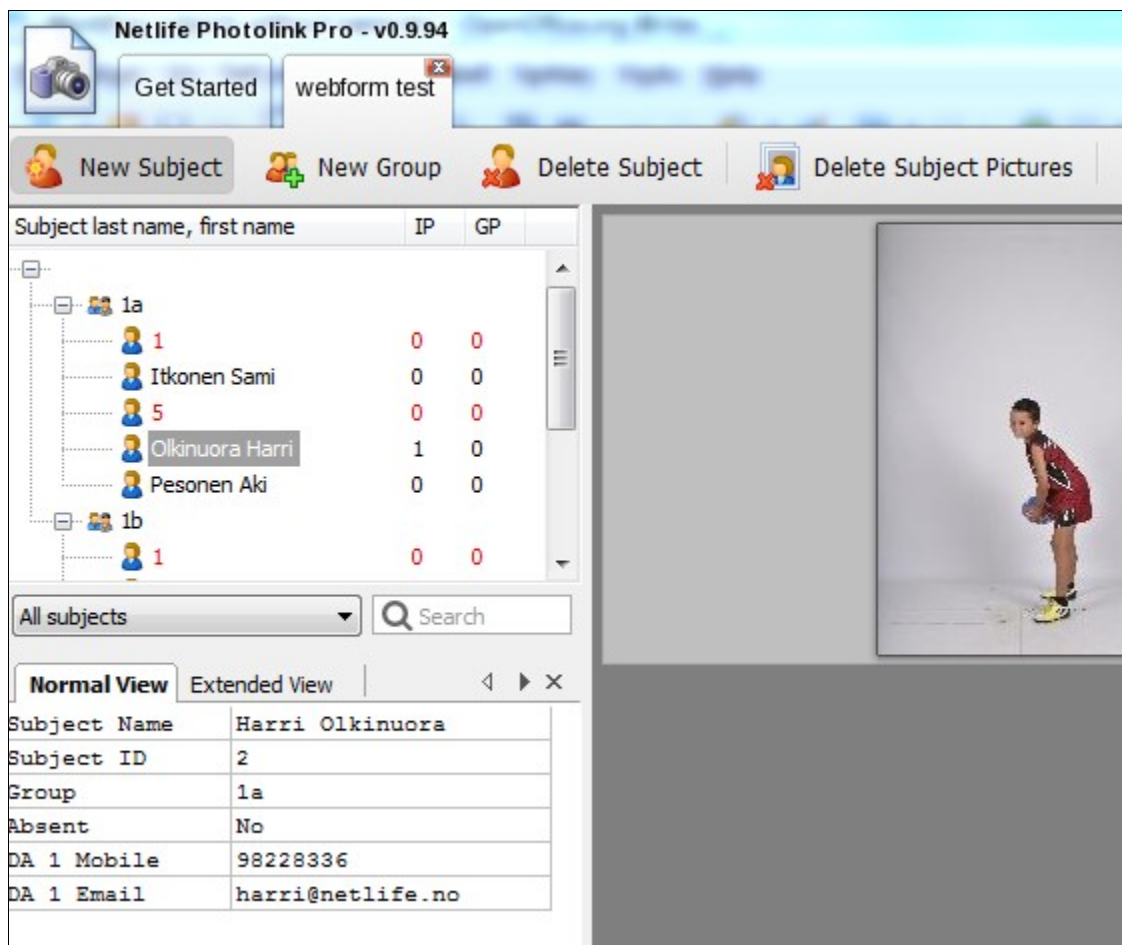
Subjects that have registered online will be displayed with their name in the jobfile and the photographer know that this subject can be photographed, even without the note.

The subjects bring their home note to the photoshoot.

The photographers scan the barcode and take pictures of the subject using tethered shooting.

For friend/sibling photo the photographer rip of the top piece of the note and give it back to the subject. When they come back for their second shoot, the photographer scan all codes so that all subjects are tagged in Photolink for automatically mapping. (press the ctrl button)

PS! You don't need to scan barcodes if the webform is the only option for registration. You then ask for the subject name on the photoshoot to map the right subject to the pictures. This will save you a lot of time and manual labor for registration of the hand written forms.

Photoshoot: **(Photolink Pro)** <mark>Introduction video: https://www.youtube.com/watch?v=jZB99g-LCGw)</mark>

The assigned photographers can fetch and download their job info from the field operation software, Netlife Photolink Pro.
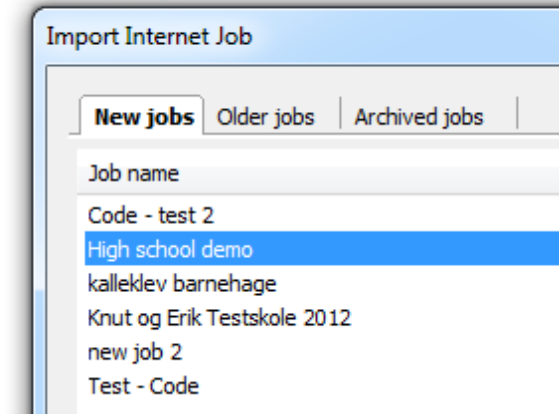
We recommend to print a barcode sticker sheet and ask the teacher to place the barcode on the back of the subjects jacket, so you don't have to ask for the subject name for each subject.
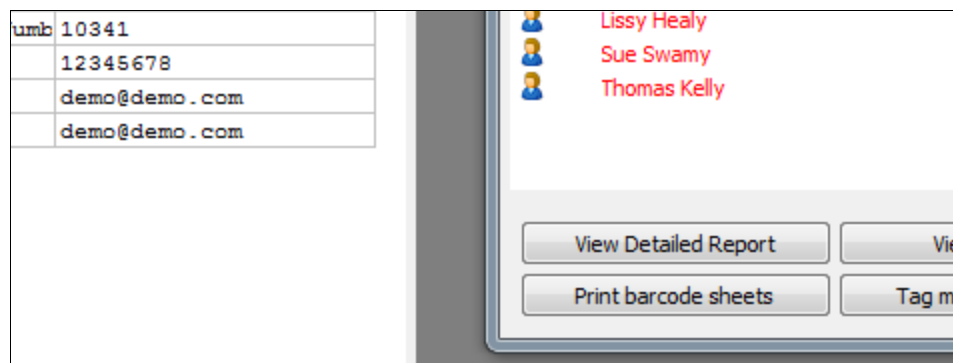
The photographers use a barcode scanner to scan the subject barcode to map the subject. We recommend to use tethered shooting, storing the images directly on the laptop using your camera software etc. EOS Utility.

(We also recommend instant backup on an usb stick in case the laptop crashes).

Free hand shooting with QR code mapping can also be used. Then you print QR codes in stead of bar codes and take a picture of the QR code before you take the photos of the subject. The images are imported using the import feature in Photolink Pro. You are also able to use drag and drop.

Subject tagging:

Photographers favorite:

The photograper select the best portrait. This picture will be used as default image on the webshop products, proof cards and packages sent home on speculation.

Absent subjects:

The photographers tag absent subjects by double click on the subject. A red box will appear. You can print a summary of absent subject post shoot and give to school. You are also able to create a short list in Photolink Pro for the second shoot day.

Staff:

To tag staff, you right click and select "Set subject role" and then "STAFF". Subject with this tag will be treated separately in the system when creating free products etc.

All subgroup pictures are mapped and tagged automatically.
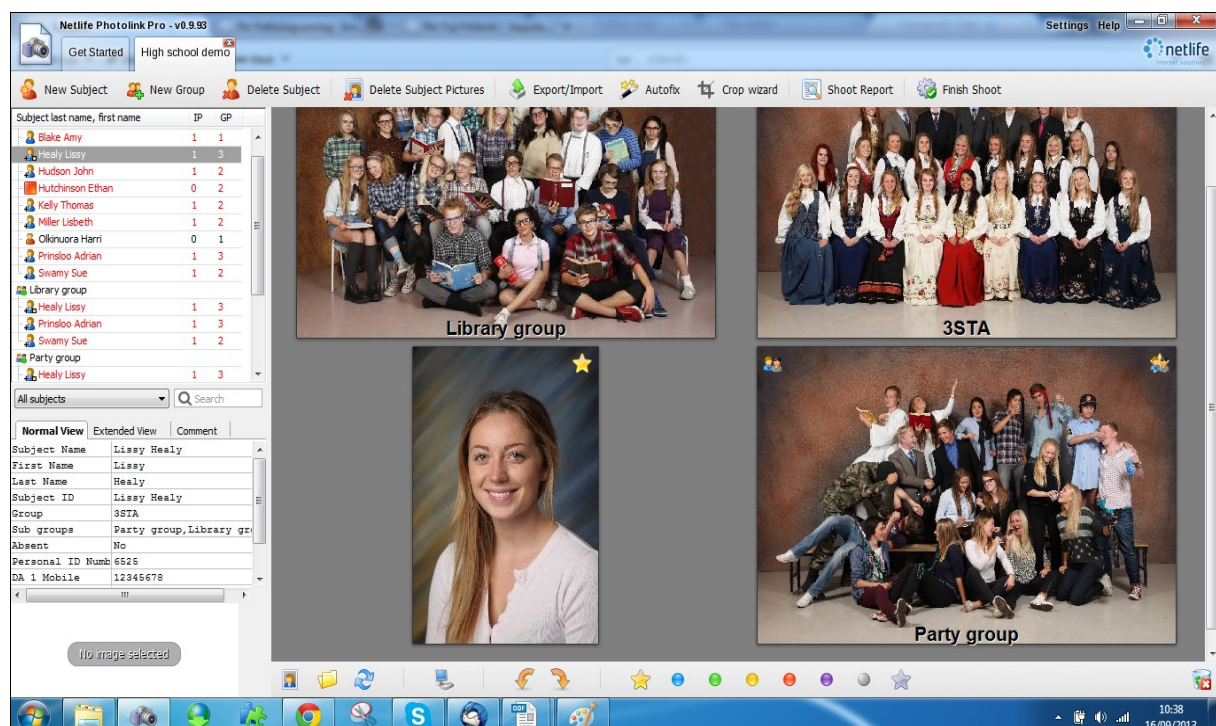
Sibling photo:

Sibling/friend photos are done by selecting the subjects who will share the same image(s) and the mapping will be done by the system. (use ctrl button when selecting multiple subjects)
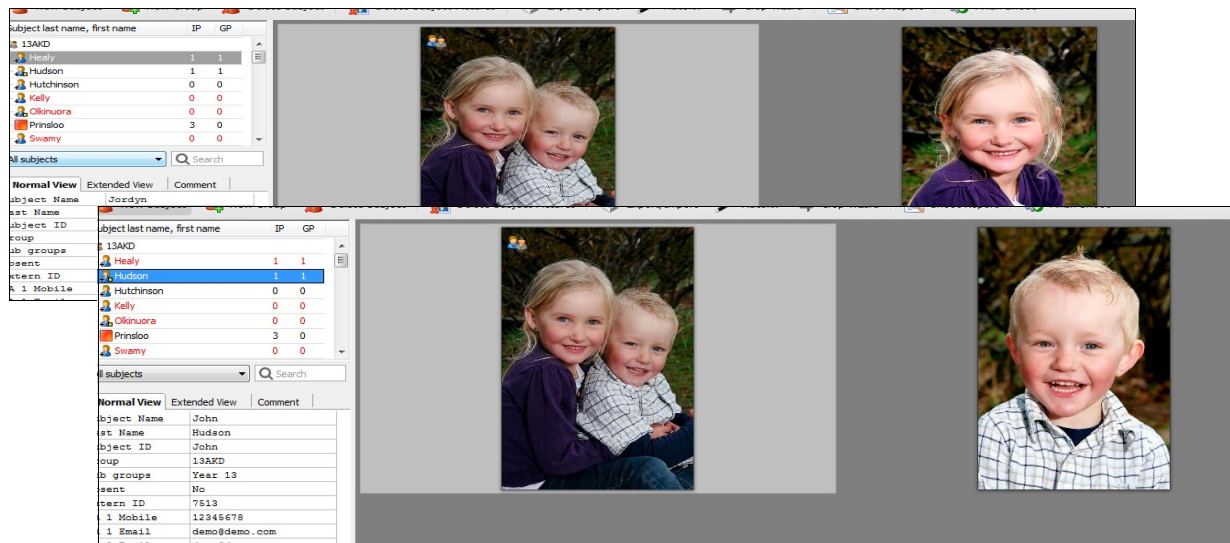
Group photo:

To allocate the group photo to all subjects, you mark the group name before taking the group photo pictures. You will see that all subjects will now have a number equals the number of GP (group pictures) and IP (individual pictures).

The best group picture need to be tagged. This is done by selecting the best image and right click. Then you select the option "Set as group picture". This group picture will be selected as default image on the group picture templates.

Subject and group picture tagging is normally done post shoot, to maintain focus and high speed on the photoshoot.

Post shoot - photographer:

Post shoot the photographers can use the merging feature in Photolink to load all data/images into a master PC when working in team. Each photographer can also upload their part of the job and the merging will be done automatically on the server.
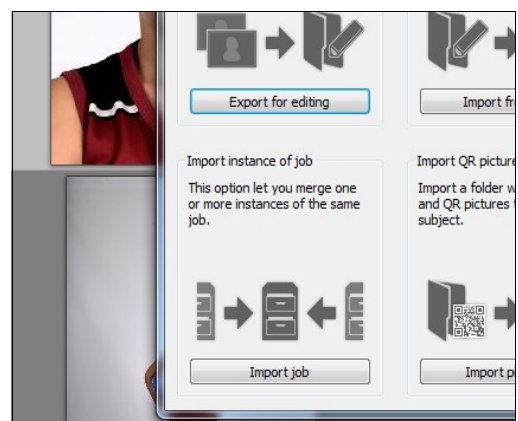
Group picture naming:

You are able to name tag the group photo by drag and dropping each subject into the right row and place. The system supports printing the names automatically on the group photo template. You also need some space bellow the subjects for placing the names. This feature is enabled by right clicking on the group picture and select "Tag picture subjects".
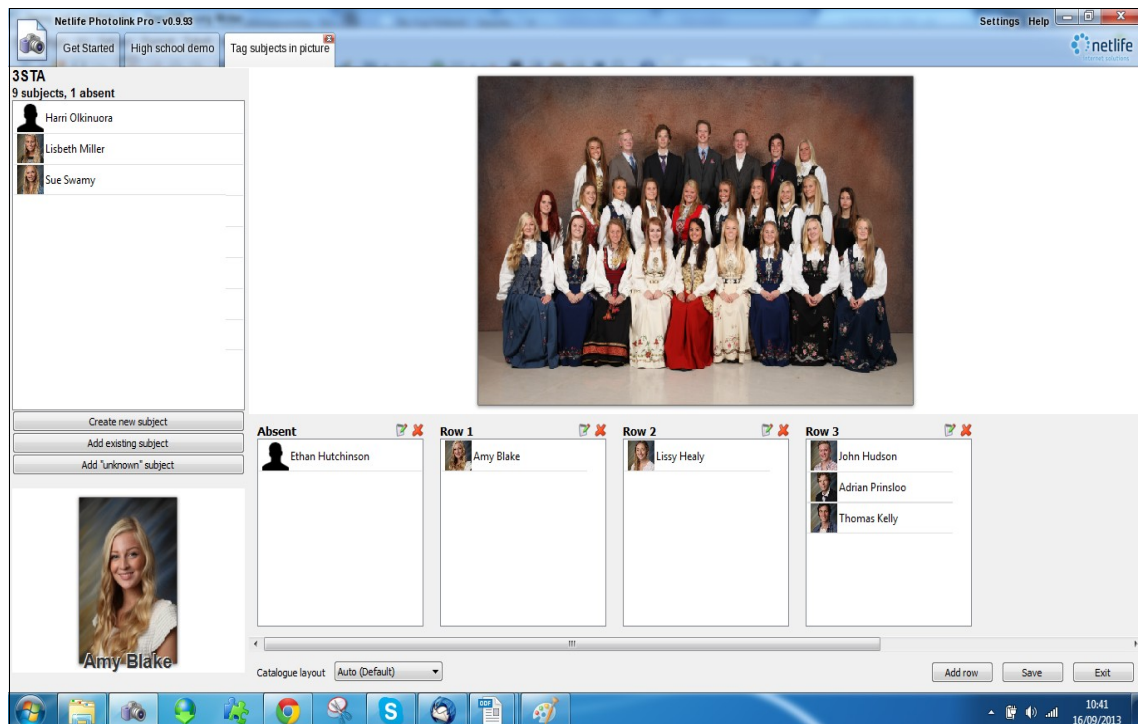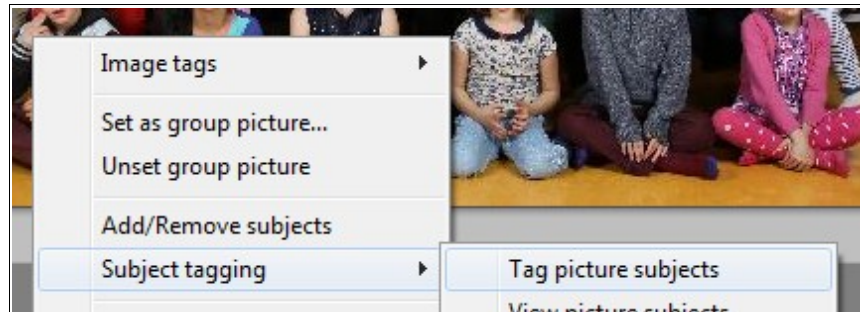
Please notify Netlife if you would like to use this feature, since we need to allocate templates for this product.

ID card export with autocrop:

Netlife Photosuite Pro has a face recognition feature that enable you to batch process the cropping to create ID cards based on image ratio requirements. The batch cropped images can be exported with meta data for ID card creation or be used for general school database. You enable the feature by pressing the "Crop wizard" button in Photolink Pro.

The system will detect the subject's head and place it inside the grid based on your settings.

Fine tune manually with a mouse if required.
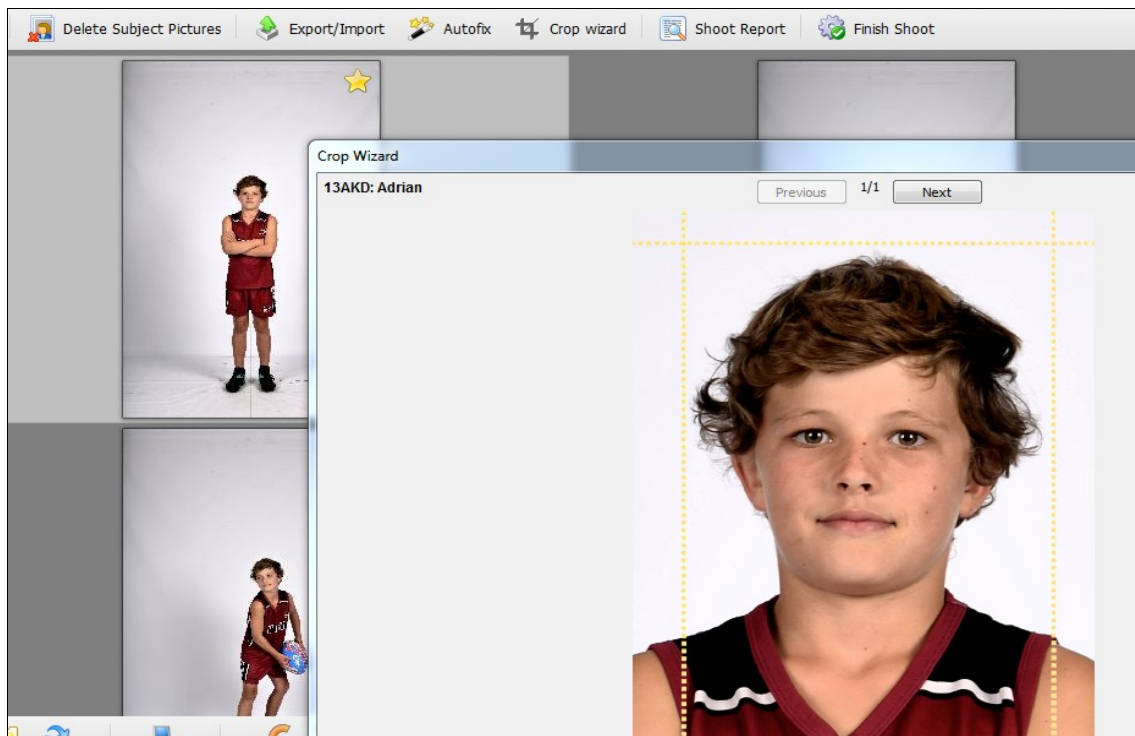
The cropped image will be copied to each subject with a selected output tag.
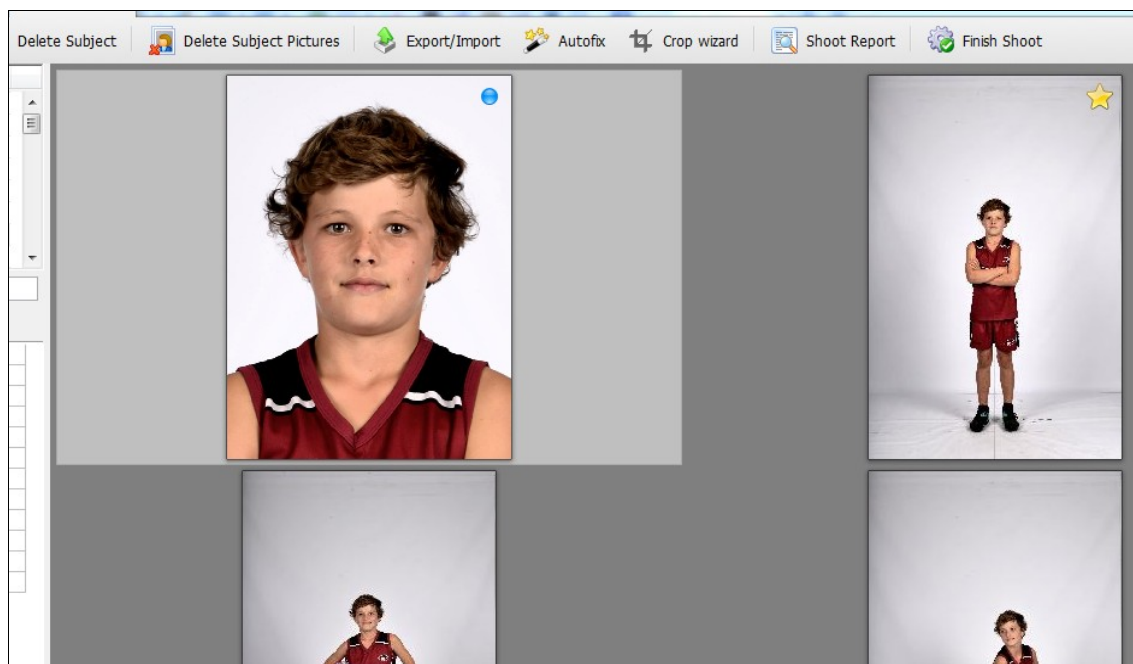
Use the export feature to store the cropped images into a selected folder.
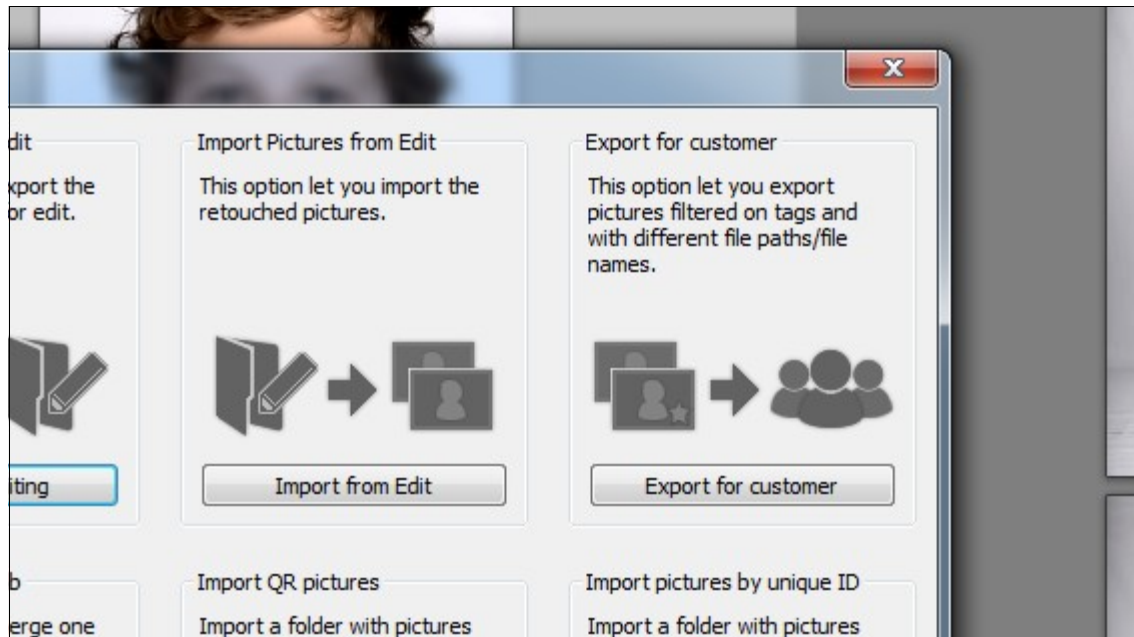
Select the required metadata, scale dimensions and labeling.
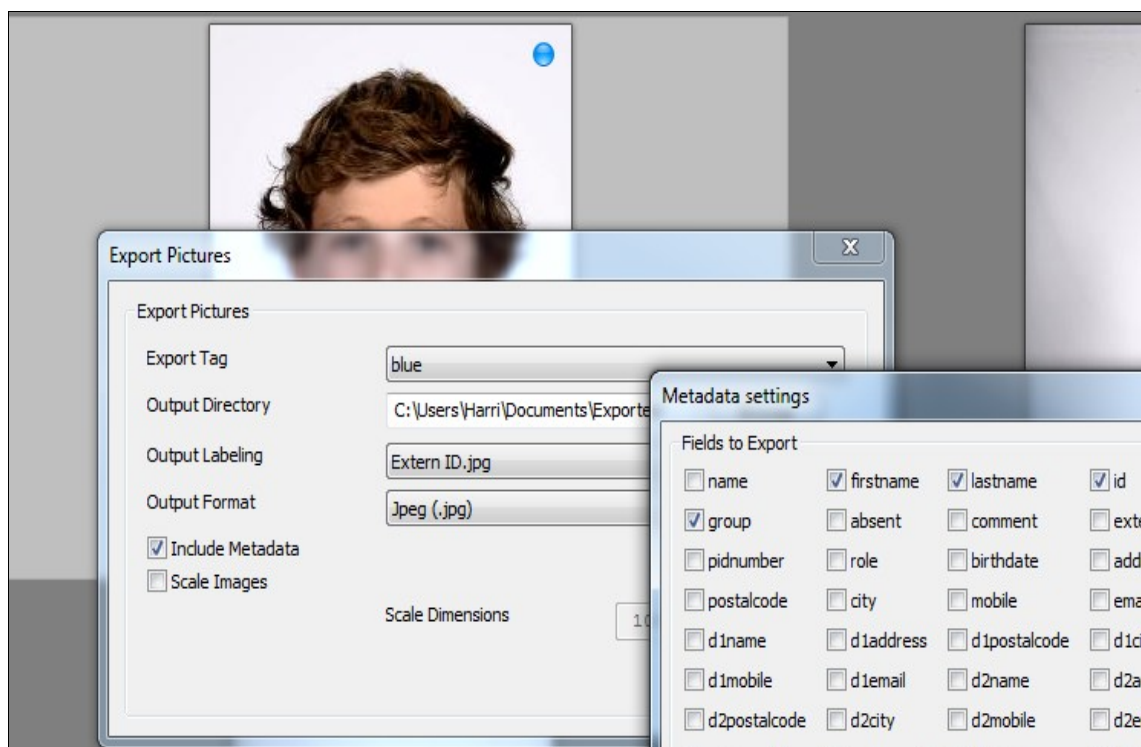
Quality assurance and upload:

When the photographer is ready, he run a shoot report in Photolink Pro as a quality assurance.
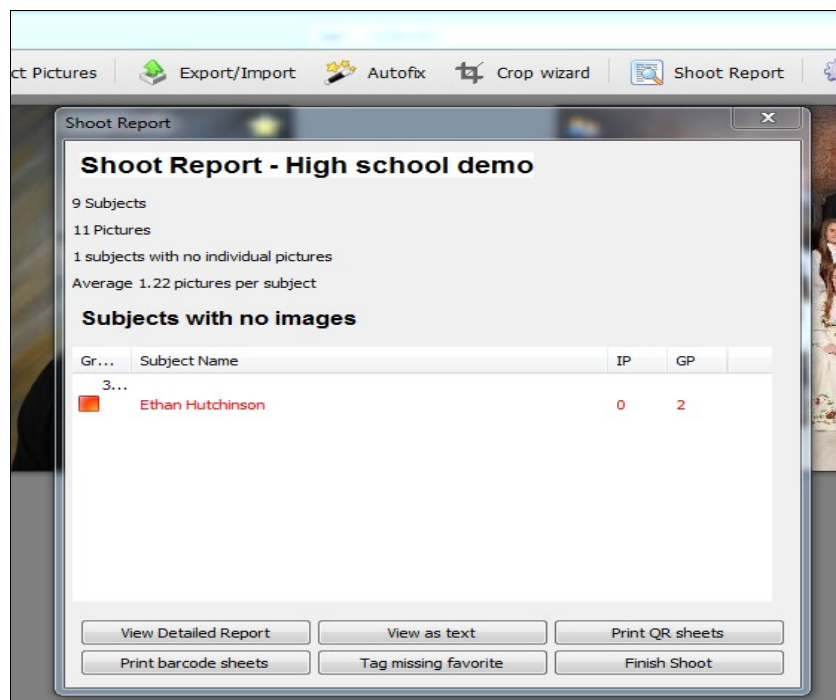
'When everything is ok, he upload the job to the server.

Post shoot – job administration: **(webadmin)**

Once the pictures are uploaded, the administrator will see that the job status has changed to 4) Uploaded by photographer, and move it to the next status, which is 5) Checkpoint.

Checkpoint is a quality assurance system were red tabs indicates missing info and the administrator can easily make corrections etc. In this case the photographer has forgot to tag 2 subjects with the favorite (gold start) tag. You just click on the tab and select the best picture and the tab will change color to green when everything is done.

Checkpoint is also used to order free group photo for the staff, giving access to our school web archive system and to tag the free digital copies for staff children.

Archive tab:

1. Type the e-mail address of your school contact who will receive info/code for the school archive.
2. Order group pictures for the staff (we advice you to use presets).

Our school web archive system is auto generated once the job is uploaded. The webadmin access code is sent automatically to your school contact's email address, when the job has to status 9- In webshop.

You find more info on this system on http://www.volume-photography.com/webarchive

Detailed tab:

The detailed tab feature will give you an overview of the images that will be displayed in the webshop. Hover with your mouse and a menu of options will be shown, for you to take action.

Images you will keep, but not show to the customer, can be shut of by clicking on the light bulp.

Click the 'free digital copy' tag for images that you would like to give away as free download.

The free digital copy will be added automatically under the "my page" section in the webshop, and the file(s) can be downloaded as a .zip file.

Discount voucher:

Make a rebate/voucher code with 50% discount for the staff.

The discount will be credited in the shopping cart when used. Different types of discounts are supported. You enable this feature to type in www.domain/admin/portal/rebatecampaigns.php

Portal Settings

Administration : Rebate campaigns

Rebate code	From	To and including	Rebate	Action
2jwObvSC	2013-08-16	2014-08-16	0.5	Edit | Delete
GnKMvlek	2013-09-03	2014-09-03	1	Edit | Delete

PS! You need to communicate this manually and individually.

Retouch: (Retouch link)

The next step in the process is to send the images to retouch by selecting the retoucher(s) for this job. (outsourced or internal retouch)

The allocated retoucher(s) will fetch and download their jobs/orders using the Netlife Retouch link.

When the images have been fine tuned in Photoshop/Lightroom etc. the retouchers upload the files.
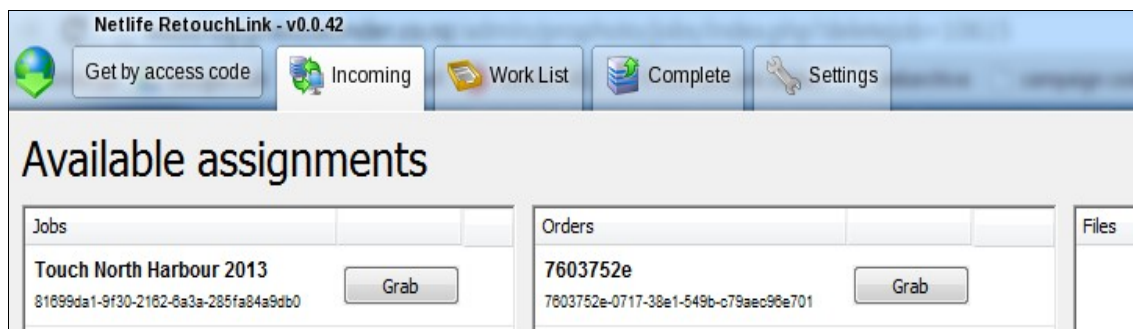
You may assign several retouchers to each job and they can easily share the work. One retoucher may do the group photos and the rest may share the fine tuning of portraits.
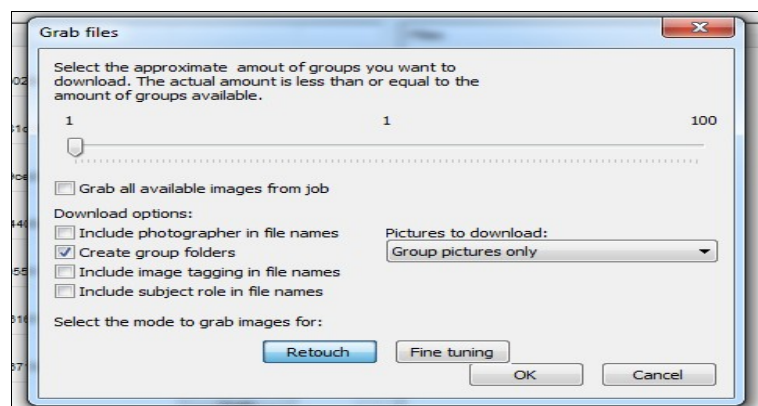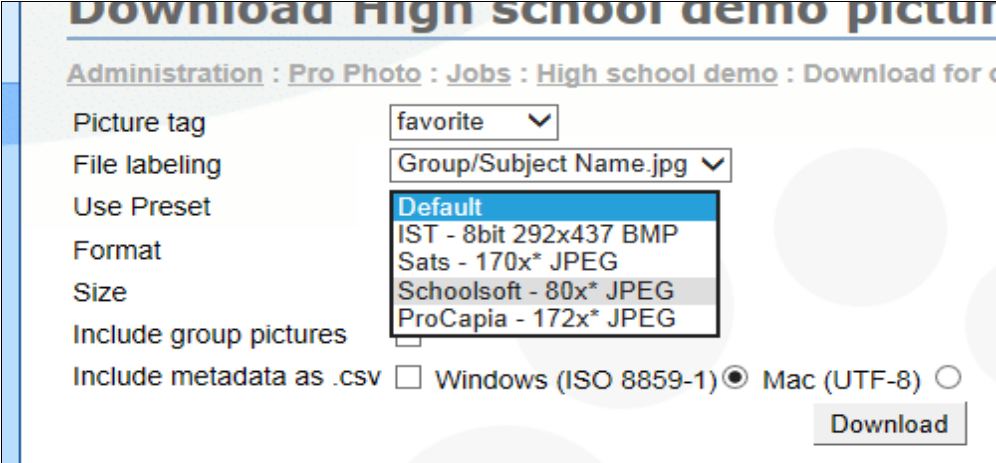
Once the retouchers are ready, the job will change status to 7) Retouch complete and the administrator can export images for year book/ school database and launch the job changing the status to 9) In webshop.

PS! Image enhancement can also be done automatically in PhotoLink Pro, using a third party software plugin named Perfectly Clear Lab and is provided by Athentech Imaging inc.

Export images/data for school administration systems:

The feature is available on the job menu. Just click on the "Export pictures for customer" link.

Use the presets to export school database info etc. SIMS, Serco and Phoenix.(presets are added based on requests)
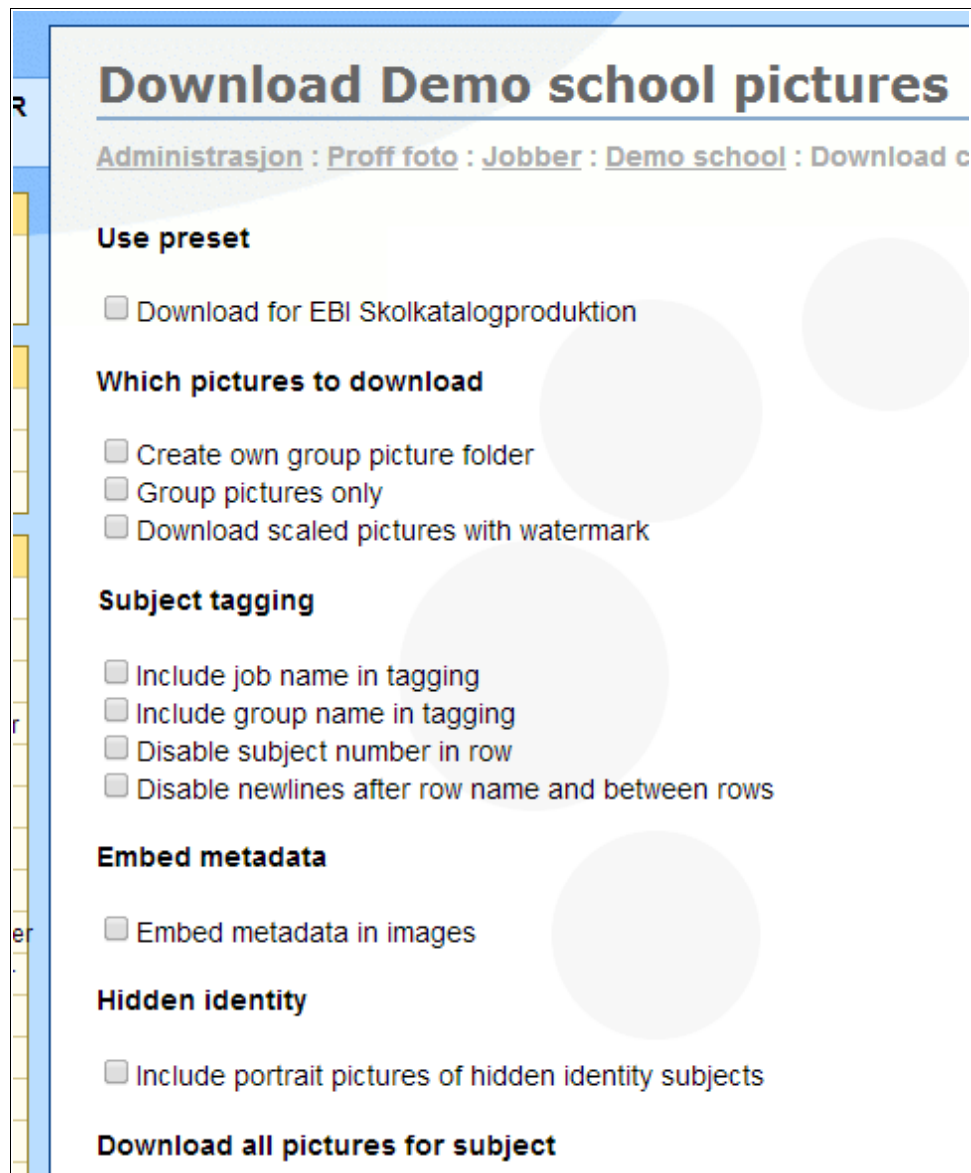
Export images for year book creation:

The feature is available on the job menu. Just click on the "Download pictures for catalogue" link.

You can use presets if your selected year book creator software is supported. If not, you just mark the required options in the list.

The administrator adds the hard copy version of the yearbook by naming it and defining the price and weight (weight information is only applicable if you are using the automatic postage calculation system). The yearbook offer will be displayed in the webshop and also as a pop up when leaving the shopping cart.

You will find other yearbook feature pressing the "Catalogue ordres" button on the menu.

PS! It is possible to offer an online yearbook by uploading the images to a dummy subject and give access by adding the id.

Enable school pickup:

To enable time limited school pickup, type the expiry date for this delivery option. Postal delivery is default on this job.

Launch the job:

Once added to the webshop (status is changed to 9- In webshop), all the automated features/settings will take care of the "sales process".

Code distribution (sample of presets if contact details are available):

Email/SMS:

Step 1. An email with a access code to the images (pr subject) is sent automatically.
Step 2. One day later a SMS is sent to those who have not used the email access code.

Proof card:

The proof card pdf is auto generated and sent to the email address to person responsible for printing and sending these to the schools. He can also forward the email for local printing and distribution in the school.

If any of the delivery methods above are missing, the system supports running an automatic search for the subject and merge old data and contact details from previous jobs.

Proof card sample:

How to process orders from the proof cards:

Scan the bar code and type in/control the contact details of the subject/customer.

Place order on behalf of the customers.

Webshop

Should you like to test the system in action, please have a look at our demo site http://www.volume-photography.com.

Production: (Lablink)

Orders are automatically downloaded, processed, and made ready for production. Lablink comes integrated with a wide range of lab and invoicing systems. Lablink will also output a XML, and an open API makes it easy to integrate your own production and invoicing systems etc. E-conomic.

We add new products to the system when requested by our partners, and the list of products already contains hundreds of products. Our advanced order routing system allows everyone to offer everything. The order is split on the server, and sent automatically to the correct producer. Prolabs are also able to serve several customers/portals, using the same Lablink license.