

Web archive

www.YOURDOMAIN.xx/webarchive

A short introduction

Our online web archive is a tool we have created to make life a little easier for the administrative personnel at school.

The overall goal of this system is to let them manage pictures and information about all students and personnel at the school. They may also process class maps to hand out to substitute teachers, create their own sub groups and keep track record of all their students for every year they have used the same photographer etc.

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Get started

Create new user

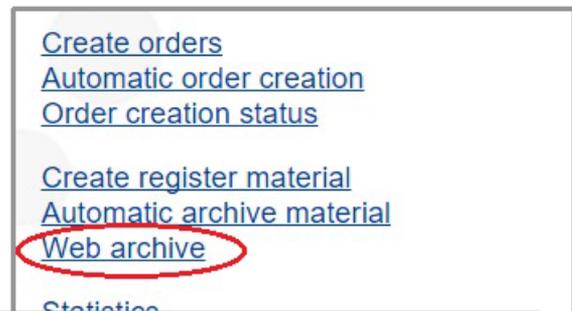
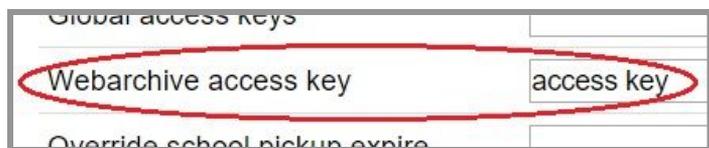
To grant administrative personnel at schools access to the webarchive they need an access code and a user account. This is done at *www.YOURDOMAIN.xx/admin*.

Find the specific job in */admin*. Far down on the job details page you'll find the webarchive access code-field. A code will normally automatically be generated, if not you may enter the code of your choice. The code automatically generated will be similar to the access code used when logging in to the webshop, but can only be used for webarchive log in.

If the administrative personnel at school for any reason can't create their own account you can do it for them in */admin*.

Once located and opened the specific job, click *web archive* in the right hand side list (marked with red circle in example screenshot).

You can *grant archive access* by filling in required information in the next window.



Grant archive access to user

Create new user

Name

E-mail address

Password

Search existing users

User	Remove access
[User Name]	<input type="button" value="Delete"/>

On the same page there is also a list of all the existing users of the specific job webarchive. You may remove access for certain users if needed.

Web archive automatic material

Automatic material are free products given to the school by appointment. If activated the automatic archive material are automatically generated to every school in job status 8.

By filling in email address and choosing correct email template from the drop down list (see red circle in example screenshot) an email with information from the template and about the automatic archive material will be sent.

If the contact person email address was filled in when booking the job in *www.YOURDOMAIN.xx/booking* this address will be prefilled.

Tasks

[Send SMS to delivery contacts](#)
[Send E-Mail to delivery contacts](#)
[Download PDF/csv](#)
[Download barcodes for shoot](#)

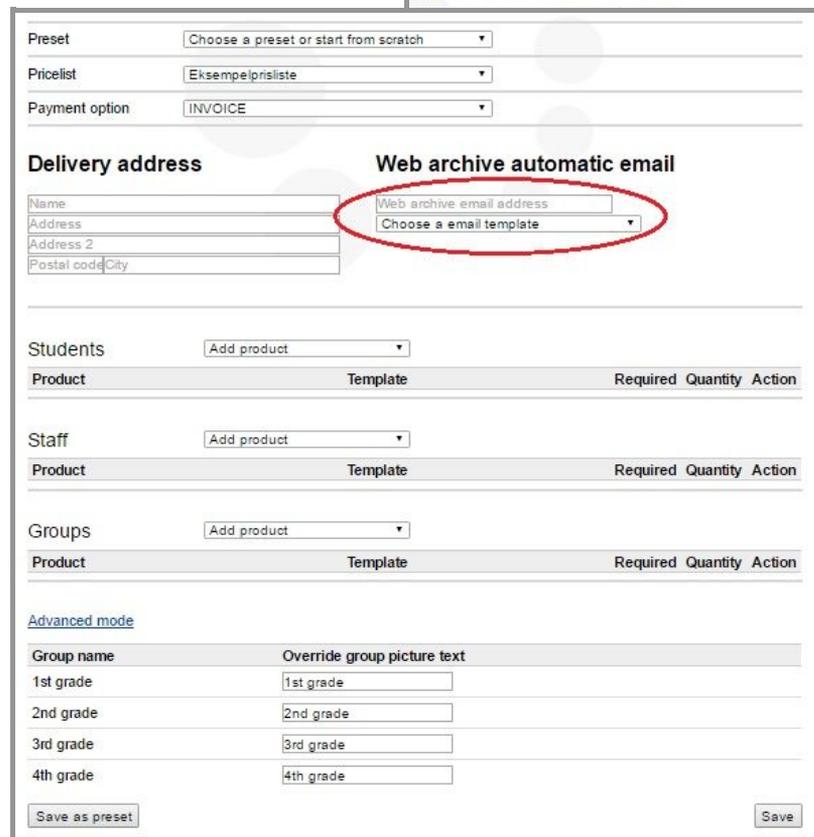
[Shoot report](#)
[Checkpoint](#)
[Edit picture tags/subjects](#)
[Absent subjects](#)
[Post process Excel file](#)
[Add subjects to job](#)

[Retouch status](#)

[Create orders](#)

[Automatic order creation](#)

[Order creation status](#)



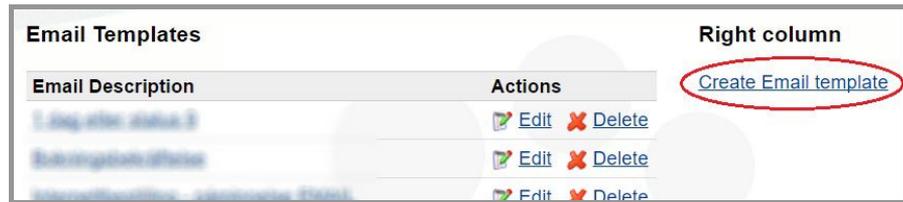
The screenshot shows a web form with the following sections:

- Preset:** Choose a preset or start from scratch
- Pricelist:** Eksempelprislite
- Payment option:** INVOICE
- Delivery address:** Name, Address, Address 2, Postal code/City
- Web archive automatic email:** Web archive email address, Choose a email template (circled in red)
- Students:** Add product dropdown, table with columns: Product, Template, Required, Quantity, Action
- Staff:** Add product dropdown, table with columns: Product, Template, Required, Quantity, Action
- Groups:** Add product dropdown, table with columns: Product, Template, Required, Quantity, Action
- Advanced mode:** Group name, Override group picture text (table with 1st, 2nd, 3rd, 4th grade rows)
- Buttons:** Save as preset, Save

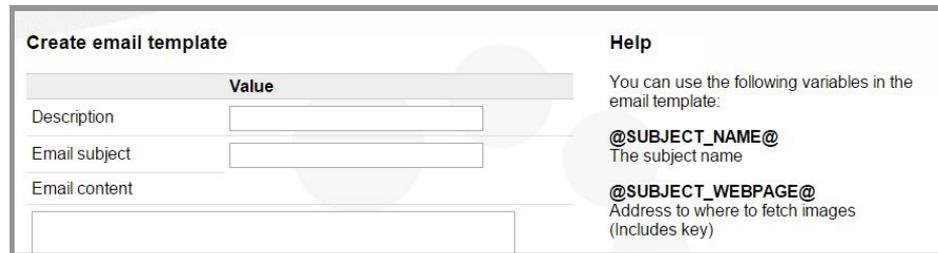
Notice that the email template drop down list will be empty until you've created templates. Learn how to create email templates below.

Create email template

Go to *www.YOURDOMAIN.xx/admin* and choose *emails* from the left hand side menu. Your templates will be listed and you can edit or delete these. To create a new one, click *create email template*.

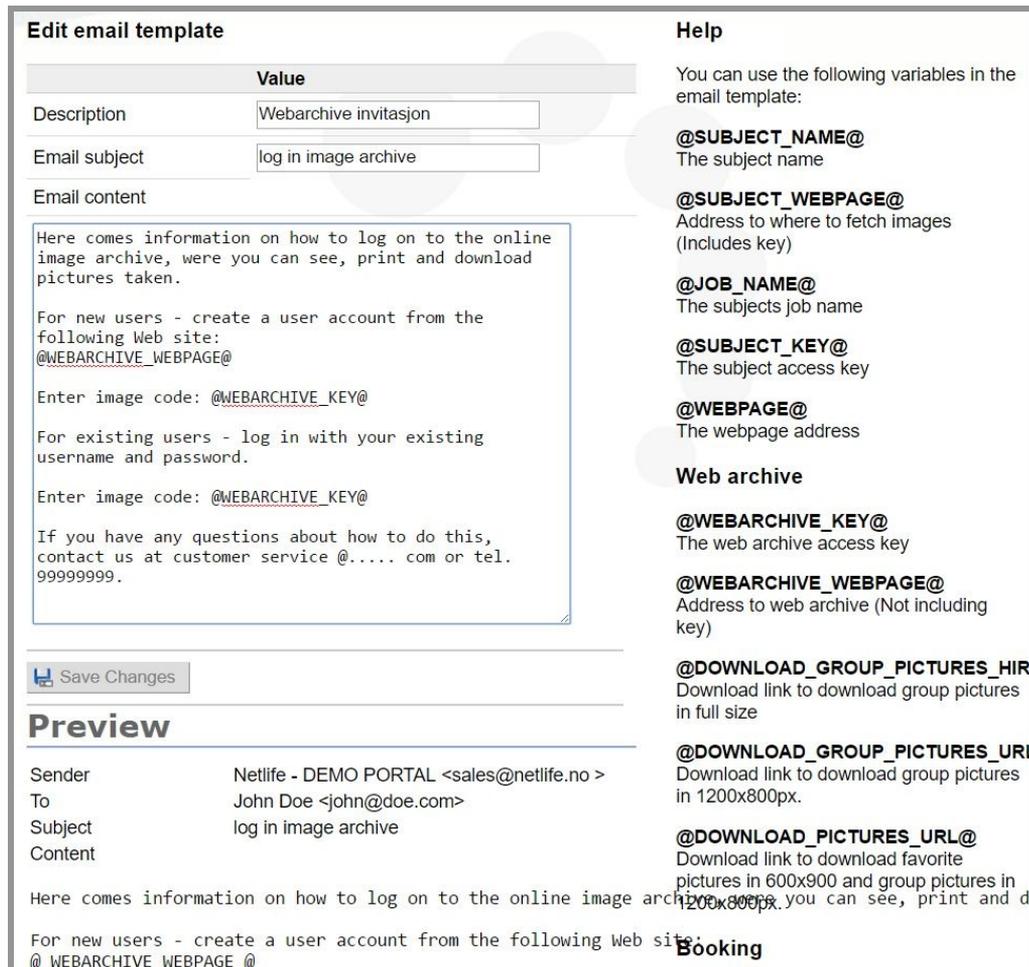


A window opens where you may fill in template *description, email subject* and *email content*. Use the variables listed on



the right hand side. These variables retrieves individual information from specific places.

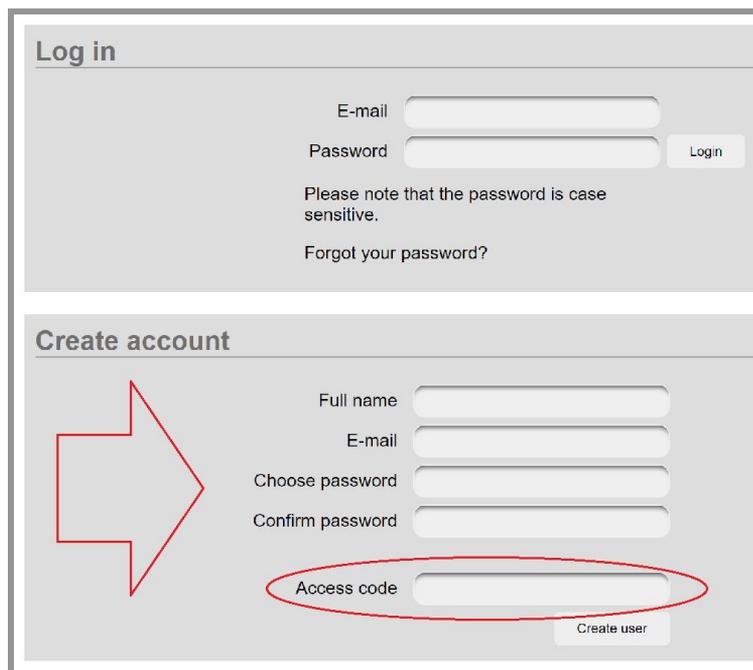
Example screenshot to the right shows how an email template may look, using the variables.



Create account and log in

When the administrative personnel at the school has received the webarchive code, they visit

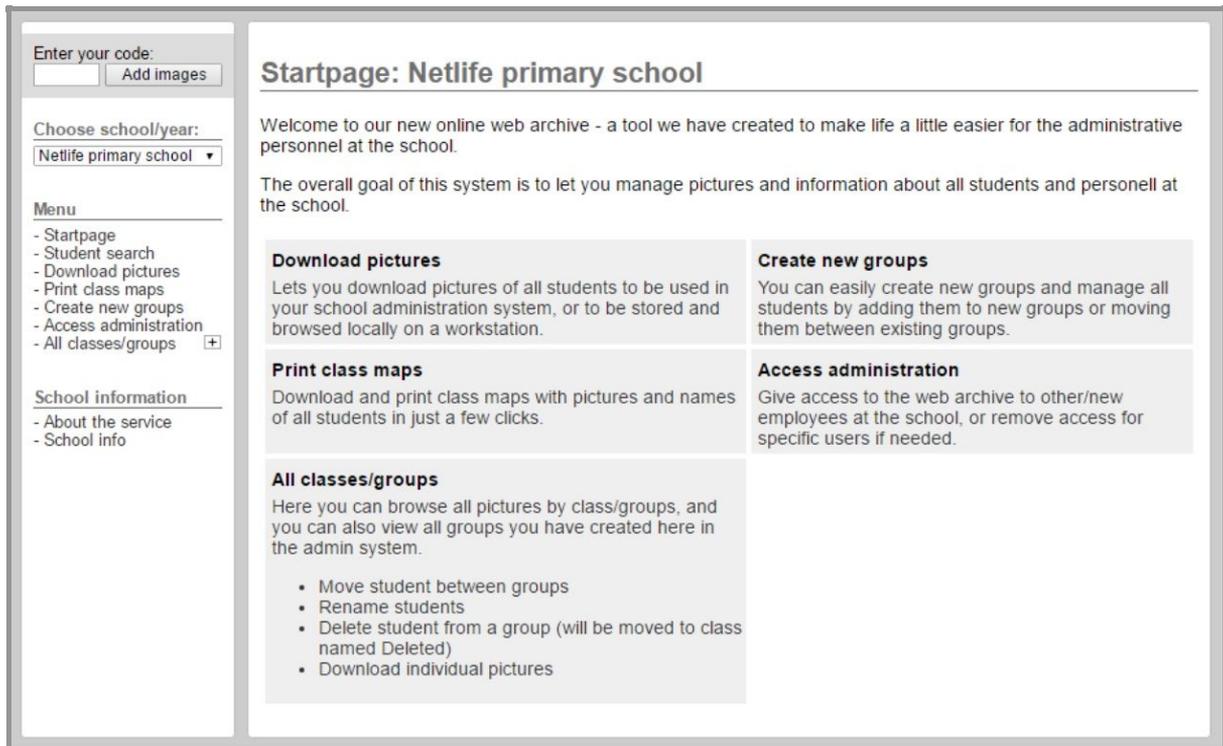
www.YOURDOMAIN.xx/webarchive. They enter the access code to *create a user account*. Next time they visit the web archive they use the login field above (screenshot).



The screenshot displays two sections of the user interface. The top section, titled "Log in", contains input fields for "E-mail" and "Password", a "Login" button, and a link for "Forgot your password?". The bottom section, titled "Create account", contains input fields for "Full name", "E-mail", "Choose password", "Confirm password", and "Access code", along with a "Create user" button. A red arrow points to the "Access code" field, and a red oval highlights the "Access code" input field.

Startpage

www.YOURDOMAIN.xx/webarchive:



The screenshot shows the 'Startpage: Netlife primary school' interface. On the left is a sidebar with sections: 'Enter your code:' with a text input and 'Add images' button; 'Choose school/year:' with a dropdown menu showing 'Netlife primary school'; 'Menu' with a list of links: Startpage, Student search, Download pictures, Print class maps, Create new groups, Access administration, and All classes/groups; and 'School information' with links: About the service and School info. The main content area has a title 'Startpage: Netlife primary school' and a welcome message. Below the welcome message is a grid of four feature boxes: 'Download pictures', 'Print class maps', 'All classes/groups', 'Create new groups', and 'Access administration', each with a brief description of its function.

Enter your code:

Choose school/year:
Netlife primary school ▾

Menu

- Startpage
- Student search
- Download pictures
- Print class maps
- Create new groups
- Access administration
- All classes/groups

School information

- About the service
- School info

Startpage: Netlife primary school

Welcome to our new online web archive - a tool we have created to make life a little easier for the administrative personnel at the school.

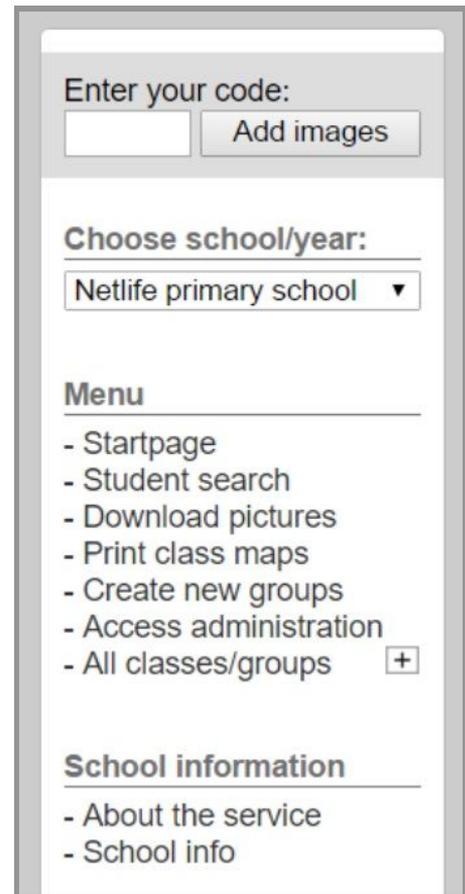
The overall goal of this system is to let you manage pictures and information about all students and personell at the school.

Download pictures Lets you download pictures of all students to be used in your school administration system, or to be stored and browsed locally on a workstation.	Create new groups You can easily create new groups and manage all students by adding them to new groups or moving them between existing groups.
Print class maps Download and print class maps with pictures and names of all students in just a few clicks.	Access administration Give access to the web archive to other/new employees at the school, or remove access for specific users if needed.
All classes/groups Here you can browse all pictures by class/groups, and you can also view all groups you have created here in the admin system. <ul style="list-style-type: none">• Move student between groups• Rename students• Delete student from a group (will be moved to class named Deleted)• Download individual pictures	

When logged in to the webarchive, the *startpage* is the first window administrative personnel at school will see. From here they can maneuver through the different options.

Left side menu

On the left hand side are different options they may use listed.



Enter your code:

Choose school/year:
Netlife primary school ▼

Menu

- Startpage
- Student search
- Download pictures
- Print class maps
- Create new groups
- Access administration
- All classes/groups

School information

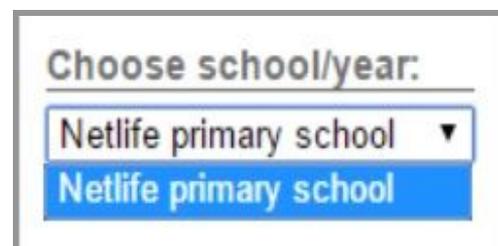
- About the service
- School info

On the top the code to access all pictures of groups, classes and students in a specific school may be typed in.



Enter your code:

The web archive user can have access to several different schools and jobs. To choose the correct one, use the drop down list below.



Choose school/year:
Netlife primary school ▼
Netlife primary school

Student search

Student search: Example Netlife school webarchive

Here you can search and find the student pictures based on name and/or group.

Student name:



4th grade: Emily Blunt***test

They can use the search feature and find student pictures based on name and/or group.

After typing in the name the result will appear below.

Download pictures

The personnel at school can download pictures of all students to be used in administration system, or to be stored and browsed locally on a workstation.

Download pictures: Netlife primary school



Download pictures with student names
This feature gives you a zip-file to download to your computer. The zip-file contains both group pictures and portrait pictures of all students photographed.



Download pictures to your school administration system
If you have provided us with all necessary information in time before the photo-shoot, you will be able to download pictures ready to import in your school administration system. We currently support the following admin-systems: IST, Sats, Schoolsoft, ProCapita, StarSoft.

Download pictures with student names

This feature generates a zip-file to download to a computer. The zip-file contains both group pictures and individual pictures of all students photographed.

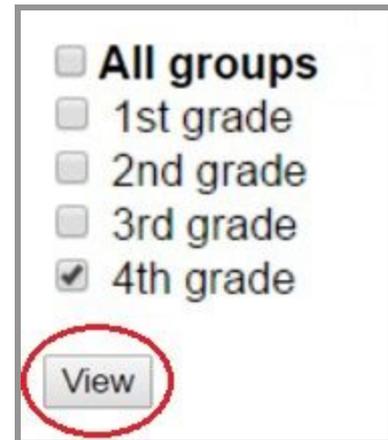
Download pictures to your school administration system

If the administrative personnel at school have provided Netlife with all necessary information in time before the photoshoot, they will be able to download pictures ready to import in the school administration system. Netlife currently support the following admin-systems: IST, Sats, Schoolsoft, ProCapita, StarSoft.

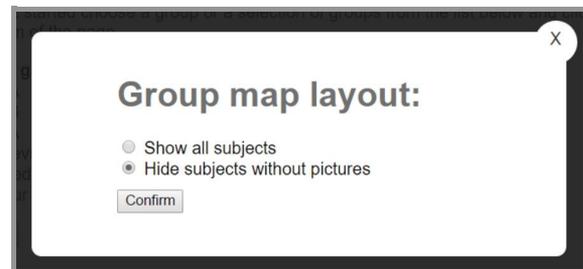
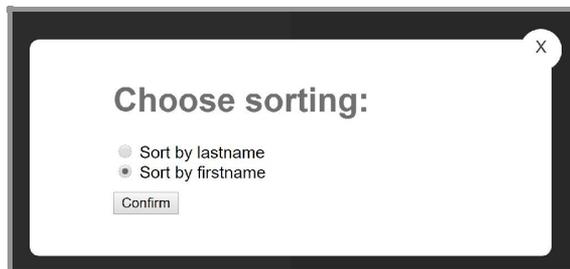
Print class maps

Download and print class maps with pictures and names of all students in just a few clicks.

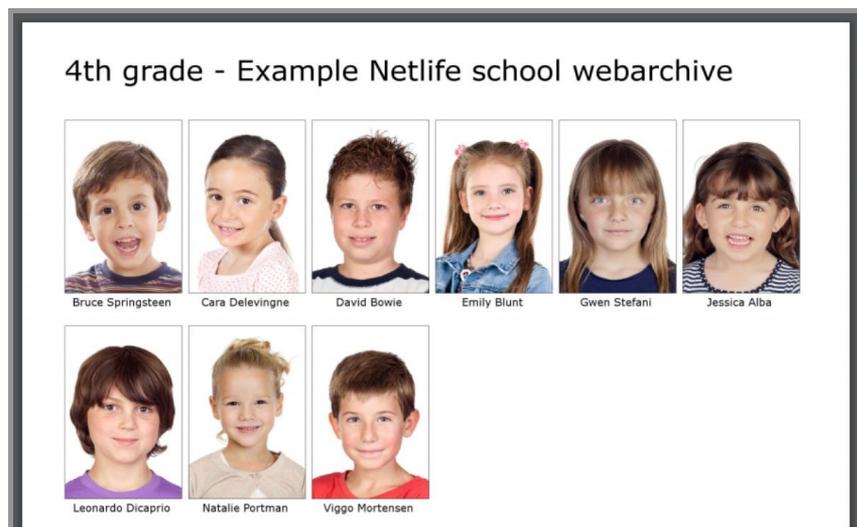
The personnel at the school may download class maps with portrait pictures and names of all students in a group. This may be useful for new teachers and temps etc. To get started choose a group or a selection of groups from the list and click the *view* button below.



A window pop up will let you decide on how to sort the pictures, you can choose from the options listed by last or first name. In the next window an option to *hide subjects without pictures* is given.

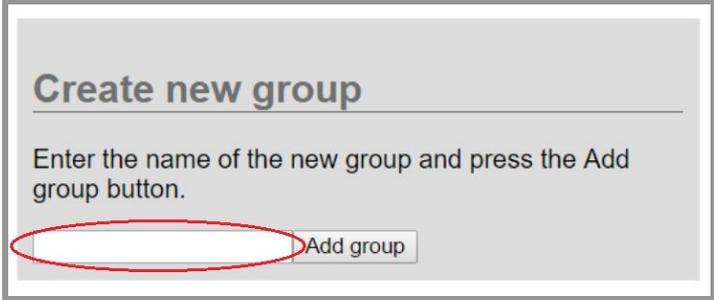


Once photos have been sorted into the chosen field, a class map will appear. In this case a class map of only 4th grade with individual pictures sorted by the student's first name and not containing the subjects without pictures, is shown and ready to be printed or used otherwise.



Create new groups

The personnel at school can easily create new groups and manage all students by adding them to new groups or moving them between existing groups. These changes will show in the web archive only, and not in */admin*.



The screenshot shows a form titled "Create new group" with a horizontal line underneath. Below the title, there is a text instruction: "Enter the name of the new group and press the Add group button." Underneath this instruction is a text input field, which is circled in red. To the right of the input field is a button labeled "Add group".

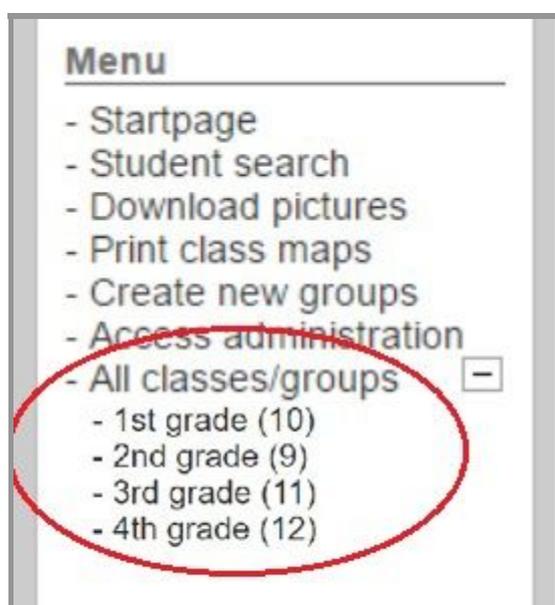
They can create and keep track of groups of students across different classes. For instance a student council, special education, sports groups etc. The groups they create will be listed and stored under "All classes/groups" in the left hand side menu.

All classes/ groups

Here the personnel may browse all pictures by class/groups.

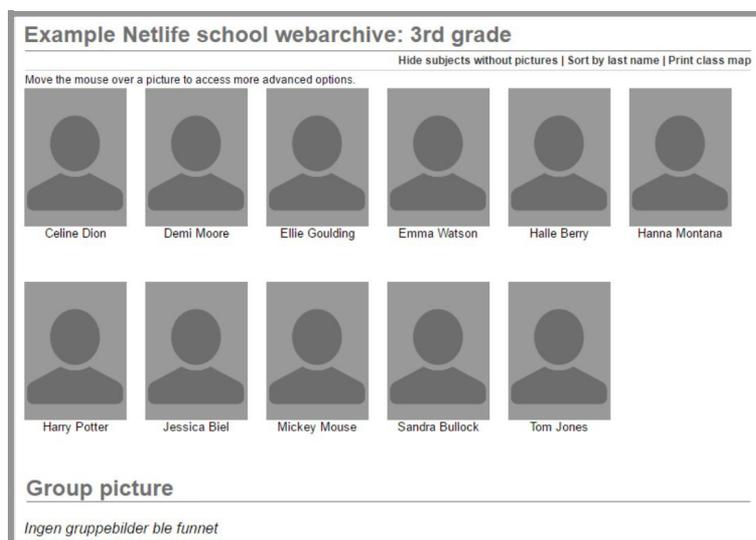
They may also:

- Move students between groups
- Rename students
- Delete students from a group (will be moved to a class named *Deleted*)
- Download individual pictures



By clicking *all classes/groups* in the left hand side menu, all groups and classes will appear below. Click the group to visit.

If a group has no portrait pictures yet, the window will look like the example screenshot to the right. The names are listed, but no pictures are shown.



Example Netlife school webarchive: 4th grade

Hide subjects without pictures | Sort by last name | Print class map

Move the mouse over a picture to access more advanced options.

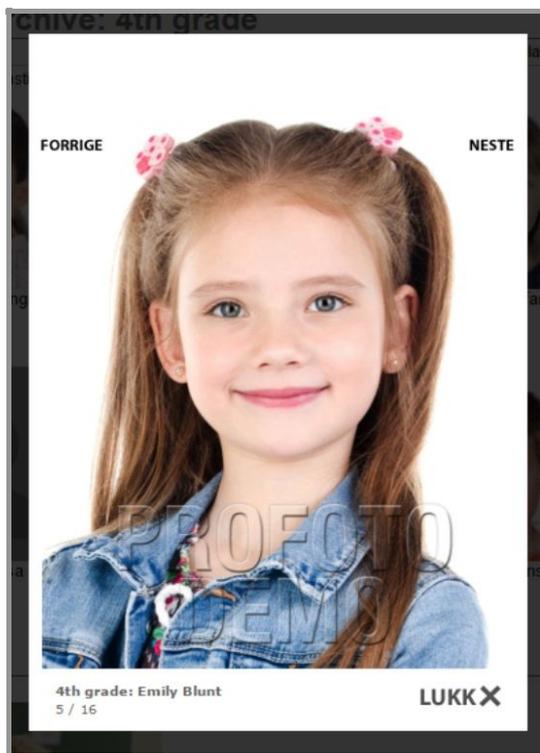
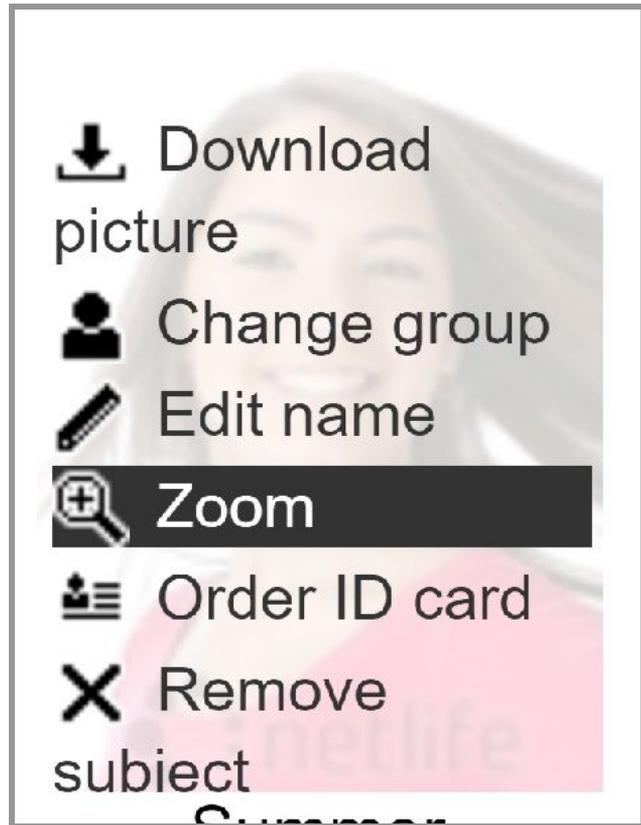
					
Audrey Hepburn	Bruce Springsteen	Cara Delevingne	David Bowie	Emily Blunt	Gwen Stefani
					
Jessica Alba	Leonardo Dicaprio	Mona Lisa	Natalie Portman	Tom Cruise	Viggo Mortensen

Group picture

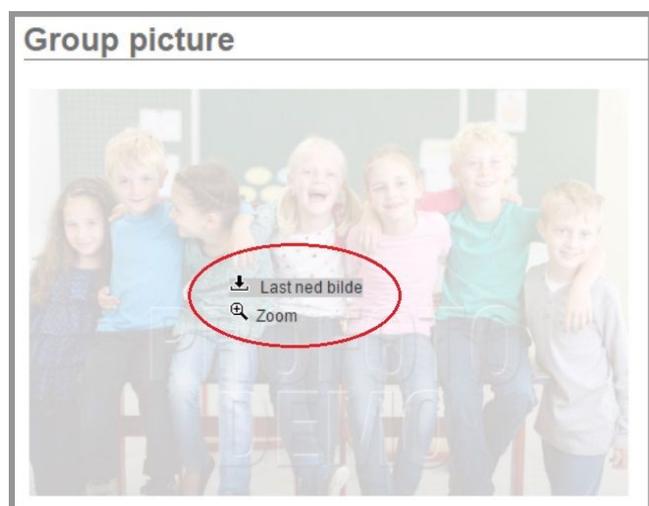


If the group do contain pictures, individual pictures will be connected to correct names on top and the group picture below. Different options concerning sorting the pictures are listed in the top right hand side corner. Administrative personnel at the school may choose to *hide subjects without pictures* (in the example screenshot above all subjects are shown), *sort by last or first name* and *print a class map* of the given group.

By moving the mouse over a picture they may access more advanced options. They may *download picture, change group, edit name, zoom, order ID card* or *remove subject*.



By selecting the *zoom* function, the given individual picture opens in a bigger view.



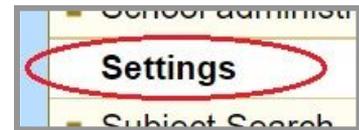
Group pictures has two options; *download picture* and *zoom*.

By order ID cards

If students are missing ID cards the personnel at the school can by order cards for them. First you need to *enable ID cards order by email*.

To do this follow these steps:

- 1 Go to *www.YOURDOMAIN.xx/admin*
- 2 Select *settings* from the left hand side menu.
- 3 Scroll down and locate *Webarchive - Enable ID card order by email*. Fill in the email address of the receiver of the ID cards orders from the school (see example screenshot below).



from Photolink Pro as pictures to verify in checkpoint.

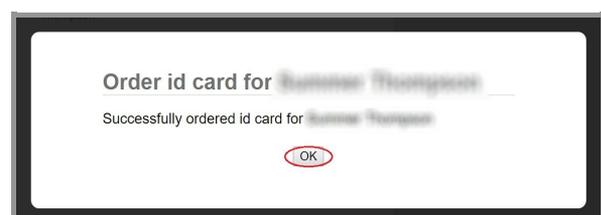
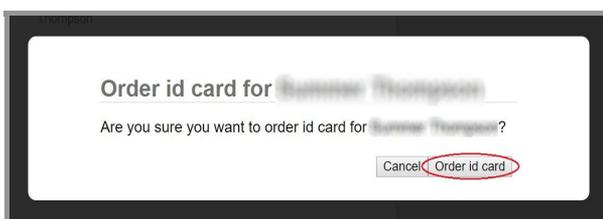
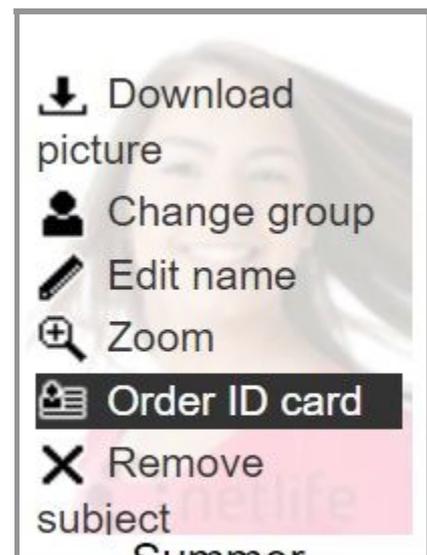
Webarchive - Enable ID card order by email

By entering a email address here, the school will be able to order id cards from the web archive

Monthly job report recipient

If the personnel at school want to order ID card, they locate the specific student (*all classes/groups*) and click *order ID card* from the options shown on top of the individual picture of the student (see example screenshot).

A window pops up asking if the personnel are sure they want to order ID card for the specific student. Next pop up window assures that the order was successful. The order is now sent by email to the person registered with an email in */admin - webarchive - enable ID cards order by email* (see above).



School information

Through *www.YOURDOMAIN.xx/admin* you may post the information of your choice in the *school information* section.

You may use this feature as a tool to post *general* information to all your schools and their personnel.

You may have different sites listed. The example screenshot to the right show two information sites; *about the service* and *school info*.

