

Catalogue products (yearbooks, composites)

www.YOURDOMAIN.xx/admin

A short introduction

In this guide you will find information on how to create catalogue products for sale in the webshop, and also how to deliver ordered catalogue products.

Please note that the term 'catalogue' equals 'yearbook' which is used in some markets. Other "non products" might also be handled as 'catalogue products'.

In Netlife there are two available types of catalogue products:

1) Catalogue products for printing

- a) Allows pre-ordering before the catalogue product is designed/assembled.
- b) Such products do not require upload of design files/PDF, neither are uploads of PDF supported. Due to this end users can not preview the actual catalogue in webshop.
- c) When catalogue products are ready/printed they can be fulfilled and shipped to users including address carriers.
- d) Can be offered as a dummy package and as an upsell popup when going to checkout but can not be included as part of a package.

2) Web catalogues

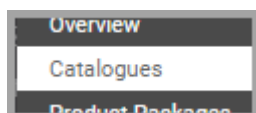
- a) Requires upload of image files exported as jpg to a single subject when catalogue is designed/assembled.
- b) Code for web catalogue is then distributed to users by email and users can download the catalogue as a PDF.
- c) Prints can not be ordered/purchased for web catalogues.

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Get started - settings

Visit www.YOURDOMAIN.xx/admin and login with username and password. Please contact your team leader if you don't have a username and password to access the site.



Click *PROPHOTO: Settings* in the left hand side menu. The two following settings options regarding catalogues are wise to go through before continuing with the catalogue production.

Stall orders containing only catalogues

Activate this option to stall orders containing *only* catalogue products using payment options INVOICE, EMAIL_INVOICE or 90_DAY_INVOICE to avoid invoices being created before the catalogue product *actually* is shipped.

Note that this setting will also stall catalogue “*only*” orders *including* digital files which is unfortunate as digital files can be downloaded immediately. To avoid this, please contact support@netlife.no and ask them to enable a backend setting which disables invoice payment options provided by Netlife for digital products.

Stall orders containing only catalogues

Activating this option will keep orders containing only catalogues from downloading in Lablink. When a catalogue is produced and ready for shipping you need to manually [Send stalled catalogue orders to Lablink](#)

☒ Yes ☐ No

Standard catalogue delivery time

Set the expected delivery time in days for catalogue delivery. The value will be used related to checkout and order confirmation

Standard catalogue delivery time

Set the expected delivery time in days for catalogue delivery in the box. The value will be used related to checkout and order information. This number will be used as default delivery time.

Define catalogue receipt template/address carrier

Go to *Communication templates* and define a new PDF template named *exactly* "Catalogue". Design a background image in 2480x3508 with labels for the variables you like to display, upload this and place variables like in the example below, i.e. for users which placed orders, address, order id, catalogues ordered and so forth. Test, modify and verify this to ensure that necessary information is included and that the address field is correctly placed if using envelopes with an address window.

Edit PDF template

	Value
Name	Catalogue 
Page size	A4 ▼
Page orientation	Portrait ▼
Background Image	Choose File No file chosen

Tips & Tricks

- The background image HAVE to be a 2480x3508 pixel JPEG RGB image.
- The browser zoom need to be set to 100% to use the pdf editor.
- If the text is not correctly vertical aligned, align the box bottom with the text you're aligning it to.
- This editor don't display the PDF 100% accurate, use the "Preview Template" button to download a real preview of the template

SUBJECT INFORMATION

JOB INFORMATION

IMAGES

Job name	Job register code	Catalogue name - quantity	Catalogue short order id
Subject data 1	Subject data 2	Job info text 1	Job info text 2
School pickup expire date	Return proof by date		

Name

Address

Postal code / city

Job name

Catalogue short order id

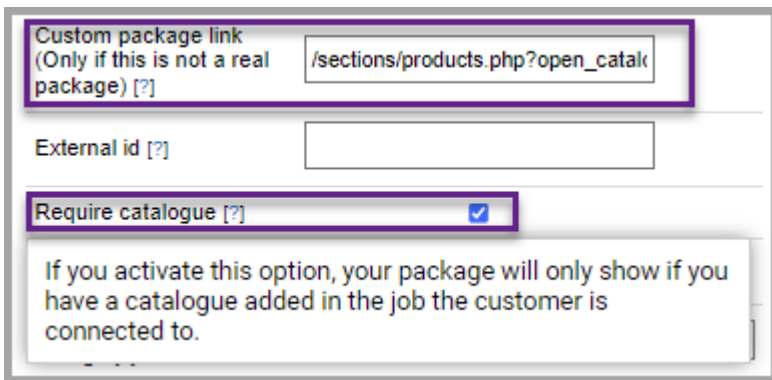
Catalogue name - quantity

Create dummy package for catalogues

Note: Catalogue/yearbook products can not be added as part of a package.

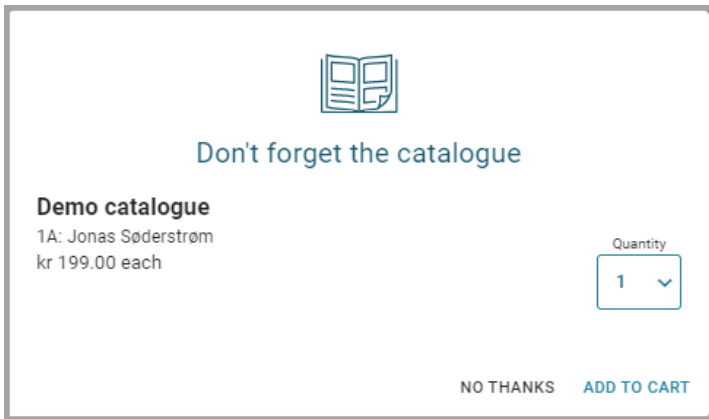
We recommend that you create and add a dummy package for catalogues to your job type(s) using custom link: `/sections/products.php?open_catalogue_dialog=1`

You can then control display of these packages so that they only are displayed if the actual job has assigned a catalogue to it by selecting “Require catalogue”:



Upsell functionality for catalogues

Netlife can activate a setting in our backend which will display a popup to order catalogue products when customers go to checkout. If the popup below is not displayed when going to checkout and the job for the subject has an active catalogue, please contact support@netlife to activate this function:



Update your terms and conditions

Often catalogue products, yearbooks or composites are created after a job is released to webshop, and more often than not such products are shipped separately. Remember to add information about this in your terms to avoid extra customer service requests.

Workflow steps - printed catalogue products

1. [Create](#) catalogue product
2. [Assign](#) catalogue product to job(s), and override price if requested
3. When job is in webshop, users may start [ordering](#) the catalogue product
4. [Download pictures for catalogue](#) from admin to create catalogue product in i.e. InDesign by using plugins for i.e. EBI, EasyCatalog or dedicated software like PSPA
5. When the catalogue product is assembled and ready for publication/print:
 - a. [Check the quantity](#) of placed orders and use this along with any other requirements for prints to decide print quantity including a provisional amount for future orders.
 - b. If your printer/producer has “one off” production capabilities, you may want to offer the catalogue in webshop indefinitely. To do so, set “*Disable when out of stock*” and define a dummy stock quantity.
6. When the printed catalogues are received, [fulfil them from “View ordered catalogues”](#) by:
 - a. Select the actual catalogues
 - b. *Ship available catalogues* will download a PDF with address carriers created by using PDF template *Catalogue*.
 - c. Open the downloaded PDF and print it.
 - d. Pack the printed catalogues along with the address carriers/receipts and ship them to the customer.
7. Completed catalogue orders are now set as “[Sent](#)” and will also include the actual date for this [within admin for the order](#) and the catalogue order part.

In webshop

Category:



Order catalogue, desktop:



Order your copy of the school catalogue

The school catalogue will be shipped separately about 4-5 weeks after the last photo day.

Catalogues	Price/pcs	Quantity	Price
Jonas Søderstrøm - 1A - Demo catalogue	kr 199.00	0	kr 0.00
Total		0 pcs	kr 0.00

[Add to cart](#)

Order catalogue, mobile:



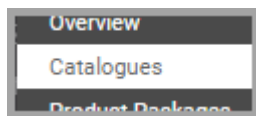
Do you want to order catalogue?

Demo catalogue
1A: Jonas Søderstrøm
kr 199.00 each

Quantity

[NO THANKS](#) [ADD TO CART](#)

Catalogues (yearbooks)



Click *Catalogues* in the left hand side menu in */admin*. Because a catalogue may be available for several jobs and is not connected to one specifically, catalogues has its own item in the */admin* menu.

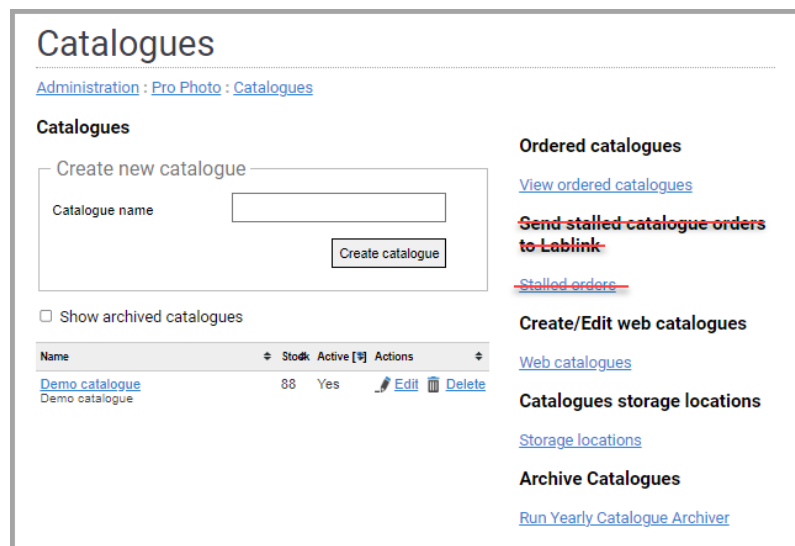
Create new catalogue

Learn how to by continuing reading or clicking [here](#).

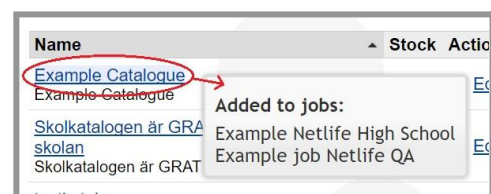
Catalogue list

All *active* catalogues will be listed below the *Create new catalogue* feature, sorted alphabetically.

Check the box for *Show archived catalogues* to extend the list to show both active and archived catalogues.



In the catalogue list the name column shows both the internal (on top with blue text colour) and the external (below) catalogue names. By holding the mouse pointer over the internal name you may find information about which jobs the catalogue is added to.



By clicking the columns, you may change the sorting from alphabetical order to sorting the list either by *Name* or *Stock*. You may choose to either open the catalogue settings page by clicking the catalogue name or the *Edit* link, or deleting it by clicking *Delete*.

Use “*View ordered catalogues*” to fulfil ordered catalogues and create a PDF with address carriers/order receipts for the catalogues. Further information [here](#).

“*Catalogue storage locations*” might be used to implement a simple system for inventory and stock handling including warehouse positioning.

"Archive Catalogues" is used to archive catalogue products, normally by *"Run Yearly Catalogue Archiver"* before next photo season or when the portal does want to remove all active catalogues from webshop. When run, a confirmation message is displayed:

Are you sure you want to archive all catalogues?

OK

Cancel

Create/edit catalogues for print orders

Name

Choose an appropriate name for the catalogue. This name is used in the webshop for customers.

Description

When filled this will be displayed in webshop to end customers.

Internal name

The internal catalogue name does not have to be the same as the external job name. You might change or add something to it for internal use, i.e. an internal ID like "13344".

Status

There are a number of catalogue statuses to choose between depending on your production flow. Use the drop down list and choose the one relevant for the catalogue.

Extern ID

If the catalogue has an ID in another system.

Mass

Weight in grams, recommended if the postage calculator is being used.

Price

Set the default price for the catalogue. This price may be overridden individually for each job the catalogue is assigned to.

Edit 13344 Demo catalogue

Administration : [Pro Photo](#) : [Catalogues](#) : 13344 Demo catalogue

Edit catalogue settings

	Value
Name	Demo catalogue
Description	Documentation catalogue
Internal name	13344 Demo catalogue
Status	0) Created
Extern id	13344
Mass	178
Price	199
Disable when out of stock	☒
Storage location	r23s4A
Printed for endusers	100
Total ordered	
Total shipped	
Current stock	88

Reset
Save Changes

Update available catalogues

Number of catalogues [?]

Comment

Update catalogues available for enduser

Print updates

Date	Quantity	User	Comment
28/06/2022	100	Super user	initial print run

Jobs with this catalogue

[Sibling packs using alternate](#)

Shipped catalogues

Date	Quantity
------	----------

Tools

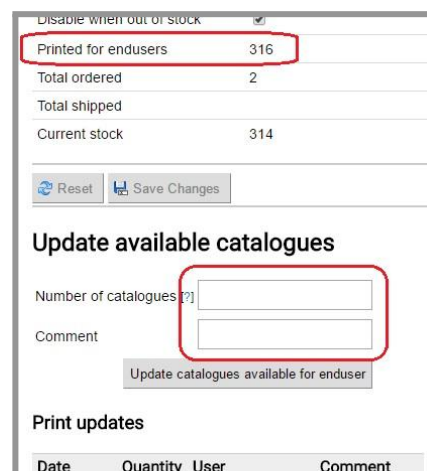
[View ordered catalogues](#)

Disable when out of stock

Check the box if you don't want the catalogue to be available for the customers when it's out of stock. This setting allows the catalogue to be available for sale until it's out of stock, else it by default only will be available until 6 months after it was created.

Printed for enduser/ Update available catalogues

The *Printed for endusers* column shows the number of printed catalogues available for the users in webshop. To change this number you have to add or subtract catalogues in the *Update available catalogues* box below. Set the number of catalogues and add a comment. Set the number as a negative number if something happens to the catalogue making it unfit to send to customers. If the school require any catalogues, also set the number as a negative number. Click *Update catalogues available for enduser* to add or subtract the catalogues. Click the small question mark symbol next to the *Number of catalogues* field to see more information.



Disable when out of stock ☒	
Printed for endusers	316
Total ordered	2
Total shipped	
Current stock	314
Reset Save Changes	
Update available catalogues	
Number of catalogues (?)	
Comment	
Update catalogues available for enduser	
Print updates	
Date	Quantitv User Comment

Below the *Update available catalogues* box you'll see the update history logged with date, quantity, user and comment.

Total ordered

Total amount of ordered catalogues.

Total shipped

Show total amount of catalogues shipped out to customers.

Current stock

Gives you the amount of catalogues available for ordering in webshop (the number of catalogues printed for endusers - total ordered).

Jobs with this catalogue

A list with jobs using this catalogue is presented. You may click the job name to open the job settings page for the selected job.



Jobs with this catalogue

[Example Netlife High School](#)

[Example job Netlife QA](#)

Shipped catalogues

A list of *shipped catalogues*. The list shows you when the catalogues were shipped and how many.

Shipped catalogues	
Date	Quantity
11/11/2022	4

Click the date to see a list of which users the catalogues were sent to (see screenshot to the right). This feature may be helpful for customer service if they need to check when and to whom the catalogues were sent.

Shipped catalogues by date		
2022-11-11		
Order	User	Order confirm time
1383082d		26/08/2022 03:23:24
58ebb39d		26/08/2022 01:37:52

View ordered catalogues

Click *View ordered catalogues* under *Tools* to the right and find a list of the new orders made, but not yet sent, for this specific catalogue. The list gives you the name of the user and order number of the catalogue, address, quantity and catalogue status. You may click the name of the user to view information for the user, or order number to view the order information. On the right hand side you'll find an overview of how many catalogues listed as New, Open/started and Sent.

Tools
View ordered catalogues

Catalogue orders

[Administration](#) : [Pro Photo](#) : [Catalogues](#)

New catalogue orders: Katalog 2

Remember:
All changes made on this page need to be confirmed by pressing the Update button.

Mark catalogues as open

Name / Order	Address	Postal code	City	Quantity	Status
Order New / 1383082d	Hogendijk 7	7518	Trondheim	1	New
Order New / 58ebb39d	Hogendijk 7	7518	Trondheim	1	New

At the bottom of the page you'll have different options for the list. Remember to click the *Update* button if you make changes here.

Show sent catalogues	Download PDF for open orders	Update
Download CSV for open orders (Mac)	Download CSV for open orders (Windows)	
Mark open orders as sent	Mark open orders as new	

- *Show sent catalogues*: Click the button to open the list of sent catalogues.
- *Download PDF for open orders*: Use this feature to download the catalogue PDF (if the PDF is created for this catalogue).
- *Download CSV for open orders (Mac)/Download CSV for open orders (Windows)*: Download a CSV file containing the addresses for the customers who ordered the open orders. This may be helpful if you need to print address labels. Remember to choose the correct button for download, regarding Mac or Windows (see screenshot example above).
- *Mark open orders as sent*: Use this button to mark the open orders as sent, and they will be moved to the sent catalogues list. Notice that this only *marks* the orders as

sent, you still have to download a PDF to create address carriers for the actual catalogue orders if these should be shipped.

- *Mark open orders as new*: Use this feature if something happened to the catalogues after printing which has made them unavailable or not suitable for sale, to reset open orders back to 'new' (this may be due to damage to the catalogues, say coffee spill, wrinkles, reprints or other accidents).

Warning for catalogues unavailable for purchase

[Administration](#) : [Pro Photo](#) : [Catalogues](#) : 13344 Demo catalogue

Information

This catalog is not available for purchase in the webshop for jobs it is connected to. The reason could be that it is out of stock, deleted, archived or older than 6 months.

Tools

[View ordered catalogues](#)

Edit catalogue settings

This is displayed at actual catalogue when it is out of stock, deleted, archived or “*timed out*” due to being more than 6 months since it was created. If the catalogue already is printed and there still are available catalogues they can be made available to end customers by enabling “*Disable when out of stock*” and add catalogues to stock making current stock in admin match the amount of catalogues still available for purchase.

Assigning catalogue products to jobs

Catalogue products have to be assigned to one or more jobs to be available in webshop. Open the actual job(s) in admin, then edit the job by selecting the “pencil”:

Sibling packs using alternate


Display job name	Sibling packs using alternate
Creation date	09/05/2022
Require Shoot Consent	No

Scroll down to Catalogues, and select “Add catalogue”:

Reminder messages

Catalogues
 [Add catalogue](#)

Job register code

Select the actual catalogue:

Catalogue

Select catalogue ▼

Select catalogue
 13344 Demo catalogue

 Override

Catalogues
 [Add catalogue](#)

Job register code

Price can now be overridden for the actual job, and more catalogues can be added:

Catalogue

13344 Demo catalog ▼

199

Catalogues
 [Add catalogue](#)

Job register code

If a catalogue is unavailable in webshop for a job, the warning below is displayed:

Catalogue 1/Override price

The catalog is not available for purchase in the webshop [?]

13344 Demo catalog ▼

199

The reason could be that it is out of stock, deleted, archived or older than 6 months.

Fulfil/ship ordered catalogues

Click *View ordered catalogues* in the right hand side menu to view a list of catalogues with their orders.

Ordered catalogues

[View ordered catalogues](#)

Catalogue orders

Administration : [Pro Photo](#) : [Catalogues](#) : [View ordered catalogues](#)

New catalogue orders

Minimum catalogue status 0) Created

☐ Show only shipped catalogues
☐ Hide not available catalogues

Catalogue	Storage location	Shipped	Open	Ordered	Available	
13344 Demo catalogue Demo catalogue	r23s4A	1	0	11	11	☐

Download shipped catalogues

Shipped between: 2022-11-09 and 2022-11-10

[Download PDF](#)
[Download CSV](#)

[Ship available catalogues](#)

On top there are filters you may use to narrow down the list. Choose catalogue status from the drop down list and check the boxes below if needed. Sort catalogues by clicking at the column headers. The catalogue list will change according to the filter choices you make.

Here you also see both internal and external names for the catalogues and will by a mouseover find information about which jobs the catalogue is added to.

Batch ship available catalogues by checking the actual catalogue boxes and clicking the *Ship available catalogues* button. Once you click this button you generate the catalogue PDFs address carriers for each selected catalogue order.

(Note: This requires that a PDF template is available with the name "Catalogue").

You may download a list of shipped catalogues history by using the feature to the right. Set the desired time period and download either as PDF or CSV, *Download PDF* will create address carriers for all catalogues shipped in the period.

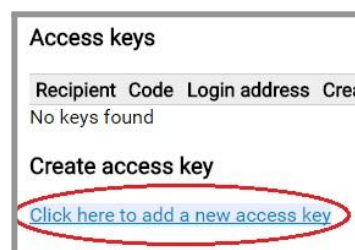
Create/edit web catalogues

Web catalogues are digitally downloadable catalogues for users. They are *not* available for purchase/sale, neither available as to be ordered for print but might i.e. be included as part of a package or for subjects at a job or users with orders where catalogue link later is distributed manually.

Export all pages in the catalogue design file as separate image files. Make sure all the images used for the catalogue are correctly named, for example *01filename.jpg*, *02filename.jpg* and so on. Note that in some computers *10filename.jpg* will be sorted before *02filename.jpg*.

Create a new activity named i.e. “*web catalogue*” within the job and assign a back office “*photographer*” to it. Download the activity in Photolink and add a new group (named for example ‘*catalogue*’) and a subject with the same name (‘*catalogue*’). Add the pictures being used to this subject. Upload the job to make the pictures available in */admin* (learn about Photolink [here](#)).

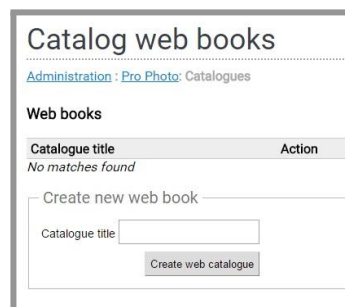
In */admin* you’ll find a shoot *report* for the specific job (click *Jobs* in the left hand side menu, locate the job and click *Shoot report* in the right hand side menu once opened the job settings site). Click the subject (‘*catalogue*’) you added the pictures to. Create a new access key for this subject (see screenshot example).



Visit *Catalogues* in the left hand side menu in */admin* and click *Web catalogues* in the right hand side menu once the catalogue page is opened.



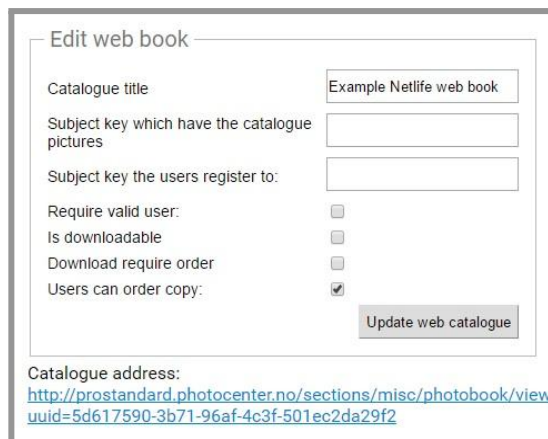
In *Catalog web books* fill in the *Catalogue title* beneath *Create new web book* and click *Create web catalogue*.



The *Edit web book* page will now open. In the column called *Subject key which has the catalogue pictures* you fill in the newly created access key. Check the *Require valid user* box to avoid other users than the ones from this job to log in and see the catalogue.

Remember to click *Update web catalogue* below after you make changes to the catalogue.

- *Subject key the users register to:* Not relevant.
- *Is downloadable:* Check the box if you want the catalogue to be downloadable for the users.
- *Download require order:* Check the box if the users needs to have an order to download the catalogue.
- *Users can order copy:* Check the box to make the catalogue available for the users to order it printed. Not relevant.



The screenshot shows the 'Edit web book' form. It contains the following fields and options:

- Catalogue title:** A text box containing 'Example Netlife web book'.
- Subject key which have the catalogue pictures:** An empty text box.
- Subject key the users register to:** An empty text box.
- Require valid user:** A checkbox that is currently unchecked.
- Is downloadable:** A checkbox that is currently unchecked.
- Download require order:** A checkbox that is currently unchecked.
- Users can order copy:** A checkbox that is currently checked.
- Update web catalogue:** A button located at the bottom right of the form.

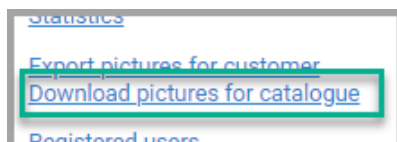
Below the form, the 'Catalogue address:' is displayed as a blue hyperlink: <http://prostandard.photocenter.no/sections/misc/photobook/view/uuid=5d617590-3b71-96af-4c3f-501ec2da29f2>

Once the catalogue is created you have to manually distribute the *Catalogue address* link (presented at the bottom of the edit web book page) and the access key to the users. You may use the email template feature available in /admin to distribute this info (see *communication templates* in the left hand side menu).

Download pictures to create the catalogue

Click *Jobs* in the left hand side menu in *admin*. Locate and open the correct job.

In the right hand side list click *Download pictures for catalogue*.



At *Download pictures for catalogue* you can choose a preset from the drop down list at the top or set the required settings manually. When settings are OK, click *Download* at the bottom of the page to download a ZIP-file containing favorite images for subjects and groups plus metadata like subject name tagging.

Settings may be overridden even though you select a preset. Choose which pictures to download and how these pictures should be downloaded, to embed metadata or not and if you wish to include portrait pictures of subjects with hidden identity.

Select which groups and activities to download from. If you wish to download all pictures for one specific subject and not only favorite, fill the name into the field at the bottom of the site. This might be helpful if you'd like to download all environment pictures from a subject with a role not set as environment pictures.

You may select to scale images depending on image type to reduce the size of the download and also green screen background type for portraits.

Use a fitting external software of your choice, and create the catalogue based on the pictures downloaded. Repeat this procedure if several jobs are included in the same catalogue.

Use preset

No preset

Which pictures to download

☐ Create own group picture folder
☐ Group pictures only
☒ Include environment pictures

All

☒ Include building pictures

All

☒ Include pictures of staff

Subject tagging

☐ Include job name in tagging
☐ Include group name in tagging
☐ Disable subject number in row
☐ Disable newlines after row name and between rows

Embed metadata

☐ Embed metadata in images

Hidden identity

☐ Include portrait pictures of hidden identity subjects

Sorting

☐ Sort subjects by last name

Groups

1A

2B

Activities

Main shoot

Download all pictures for subject

Image sizes

Preferred portrait picture size:

Original

Preferred group picture size:

Original

Preferred environment pictures picture size:

Original

Preferred all subject pictures picture size:

Original

Portrait background

No background

Download

Admin - orders

In the order view there is a separate section for the catalogue including a direct link to the catalogue in admin along with the catalogue shipment status for the actual order.

ID	Updated	Producer	Status
527	26.08 01:37		1 - Ready for download

Product	Qty	Total	Product	Qty	Total
Catalogue Product 1	1	199.00	Portrait picture module 20x25	1	10.00
Invoice fee	1	5.00			

[\[Check order files \]](#) | [Pricelist XML](#) | [Order details XML](#) | [View order content](#)

Description	Per Item	Qty	Total
Catalogue: Jonas Söderström - 1A - Demo catalogue	199.00	1	199.00
2 of 4x5, 8 of 1,75x2 - Portrait picture module 20x25	10.00	1	10.00
Invoice fee	5.00	1	5.00
Shipping and handling	7.95	1	7.95
Total incl. VAT	221.95	1	221.95
VAT (19%)	35.44	1	35.44

Catalogue	Catalogue status	Quantity	Shipped date
13344 Demo catalogue Demo catalogue	Created	1	Not shipped

Catalogue	Catalogue status	Quantity	Shipped date
13344 Demo catalogue Demo catalogue	Created	1	2022-11-11

Shipped date is displayed when the catalogue is shipped.

Note: The actual date is when "Ship available catalogues" were selected and PDF with address carriers were created, not the date the catalogues were physically delivered.

Cancel a catalogue product order

Catalogue product orders can be cancelled by setting the producer status(es) for the order to "99 - Test order". Be aware that this will cancel the *entire* order if the order only has a single producer.

You may also cancel the catalogue part of an order by changing the catalogue order status for the actual order to "2 - Sent".

Integration with third party systems

Netlife provides API support to create and modify catalogue products, assign these to jobs and to download catalogue product orders along with fulfilment of these orders if catalogue shipments are handled by third party integrations.

Start by creating an API-user with access *cap_role_integration*, then go to www.YOURDOMAIN.xx/api/v1/docs/index.html#/ and login with the actual user.

Catalogues

Show/Hide | List Operations | Expand Operations

GET

/catalogues

Get complete list of catalogues

POST

/catalogues

Create a new catalogue

GET

/catalogues/{catalogue_uuid}

Get extended information about a catalogue

PUT

/catalogues/{catalogue_uuid}

Update an catalogue

GET

/catalogues/{catalogue_uuid}/orders

List orders for a given catalogue

PUT

/catalogues/{catalogue_uuid}/orders/{order_uuid}/{shipment_id}

Set catalogue order shipment status

POST

/catalogues/{catalogue_uuid}/print_batch

Add a batch of printed catalogues

GET

/catalogues/available_for_print

Get a list of catalogues missing stock with orders

GET

/catalogues/available_for_shipping

Get a list of catalogues with stock ready for shipping

GET

/catalogues/search

Search for catalogues

GET

/jobs/{job_uuid}/catalogues

List catalogues connected to a job

DELETE

/jobs/{job_uuid}/catalogues/{catalogue_uuid}

Remove a catalogue from a given job

PUT

/jobs/{job_uuid}/catalogues/{catalogue_uuid}

Add a catalogue to a given job

You may now look at the documentation, start pulling information for catalogues and catalogue orders and post/update information. Please note that when logged in you actually *perform* changes, hence we recommend that you use test jobs and catalogues while creating your implementation.