



Manually Entering PrePay Orders into your Project

If you have PrePay orders that were not placed on OPS, you can enter them into your Project's Batch Orders manually by following the instructions below.

Important: Before entering your Paper PrePay orders, please make sure the subjects you're planning on entering are listed in your project's data and have images matched to their data. You will not be able to enter your paper PrePays if the subject's data isn't matched to their images.

Click on your project's **Orders** Link as seen below.

(Note: You can also Click on the PrePay link to get to your Orders screen.)

< **Order Entry PrePay Test II**

[Options](#)

[Subjects](#)

[Orders](#)

Pre-Pays (1)

[Convert Prepays](#)

[Print Barcodes](#)

[Download CSV](#)

After clicking on the Orders link a New Screen will open containing an **Add Order(s) for Batch** button.

Now **Click** on the **Add Order(s) for Batch** button

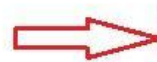
< **Order Entry PrePay Test II**

[Options](#)

[Subjects](#)

[Pre-Pays](#)

Orders (6)



[Add Order\(s\) for Batch](#)

[Download CSV](#)

50% Buy Rate

Invoice	Order Date	Subject	Customer	Sent	Mode	Payment Status	Amount
377820	11/10/2021	Jeff Rogers	Ken Wilson	No	Batch 1	Completed 11/10/2021	\$50.00
377274	11/09/2021	Ken Wilson	Ken Wilson	No	Batch 1	Completed 11/09/2021	\$110.00
377271	11/09/2021	Steve Weck	Ken Wilson	No	Batch 1	Completed 11/09/2021	\$55.00

A new window will open after clicking on the Add Order(s) button listing all the subjects in your project.

You can select a subject you need to place an order for by clicking on the subject's name with your mouse, or by **typing a few letters of your subject's last name in the Search Box**. Then press your Enter button to go to the next ordering page.

Set Subject

Search

Churchill, Jim - 4 - 2922363
Haak, Amber - 5 - 2922367
Hagar, Linda - 3 - 2922361
Harrington, Sara - 5 - 2922359
Lane, Lisa - 3 - 2922360
Messerschmitt, Cori - 5 - 2922368
Rogers, Jeff - - 2923581
Searfoss, Len - 5 - 2922366
Sweeney, Tim - - 2923582
Tjaden, Teresa - 5 - 2922365
Weck, Steve - 4 - 2922362

Set Subject

Tja

Tjaden, Teresa - 5 - 2922365

After entering your subject's name, your project's catalog will open so you can select the package and A-la-Carte items they ordered.

Price list Items (Packages, Products, Prints) - Preschool Prices

X

Packages			
Package S1	Package 2	HiRes Download Files-01	Package 3
Package 4	Package 1		
A la carte			
4 Wallets	8 Wallets	4-3.5x5	2-4x5
4-4x5	2-5x7	5x7	7x10
8x10	10x13		
Photo Mug	Mousepad Plain	Photo Button	Metal Keychain 2 sided
1 Large Magnet	2 - Large Magnets	1 Large Magnet with Year	Large Magnet Plaid
Preschool Magnet	Large Magnet Dynamic	2 Small Magnets	2 Wallet Magnets
Acrylic Keychain 2 Sided	8x10 Puzzle	Bookmarks	File Download
Social Media File Download	Download All Poses	Social Media Download All Poses	Bag Tag

Images Options such as Retouching and Digital Artwork will also be available after selecting each item.

Image Options

- None -

- Ok -

Image Options

☐ Basic Retouching

☐ Heavy Retouching

☐ Remove Eye Glass Glare

☐ Remove Stray Hairs

☐ Whitening of Teeth and Eyes

☐ Remove Braces

Space = None

Enter = OK

In the **Order Review Screen**, you can Click on the **Add Item** button to order additional items.

The **lower half** of the Order Review Screen contains additional order info such as Shipping and Billing Address info. Shipping and Billing information is optional except if your project is set up for our shipped to home service. Please note the Email Address field is also required if your orders contain File Downloads.

Be sure to click on the Save Order button after you have added the items needed for your order. Saved orders are automatically added to your project's next Batch Order.

(Note: If desired you can combine siblings and/or buddies packages into the same envelope by adding each subject's info together here. Be sure to click the Save Order button to confirm the order.)

Order Entry PrePay Test II / Orders / Add a Studio Order for the upcoming batch

- Add Item -

- Save Order -

Subject	Image	Pkg / Item	Options	
Tjaden, Teresa - 5 - 29223	IMG_8380.JPG	Package 2		
Tjaden, Teresa - 5 - 29223	IMG_8380.JPG	2-5x7		
Tjaden, Teresa - 5 - 29223	IMG_8380.JPG	2 Small Magnets		

Totals (optional, for reports)

Total

Sub Total

Tax

Shipping

Contact Info (optional, email required for file download)

Email

Phone

Shipping Address (required for ship to home option)

FirstName

LastName

Address

Address2

City

State

Zip

Billing Address (optional, Used for envelope's "Deliver to" field. If none provided, the subject's name will be used.)

FirstName

LastName

Address

Address2

City

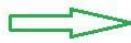
State

Zip

- Save Order -

Go to your **Orders Page** to confirm your manual orders are ready for submission to ACI. After you have added all your manual prepay orders it's important to remember to Click on the **Add Order(s) for Batch button** to include your manual orders with your existing Prepay Batch orders.

< **Order Entry PrePay Test II** [Options](#) [Subjects](#) [Pre-Pays](#)

Orders (7)   **Add Order(s) for Batch** **Download CSV**

58% Buy Rate

Invoice	Order Date	Subject	Customer	Sent	Mode	Payment Status	Amount
381695	11/19/2021	Teresa Tjaden		No	Batch 1	Studio Order	\$0.00
377820	11/10/2021	Jeff Rogers	Ken Wilson	No	Batch 1	Completed 11/10/2021	\$50.00
377274	11/09/2021	Ken Wilson	Ken Wilson	No	Batch 1	Completed 11/09/2021	\$110.00
377271	11/09/2021	Steve Weck	Ken Wilson	No	Batch 1	Completed 11/09/2021	\$55.00

Scheduling your Project's Batch Order for Printing

Please make sure you have converted all your online PrePay orders and entered all your paper PrePay's First before scheduling your project for Printing.

Go to the **General Options** section of your project by clicking on the **Options** link.



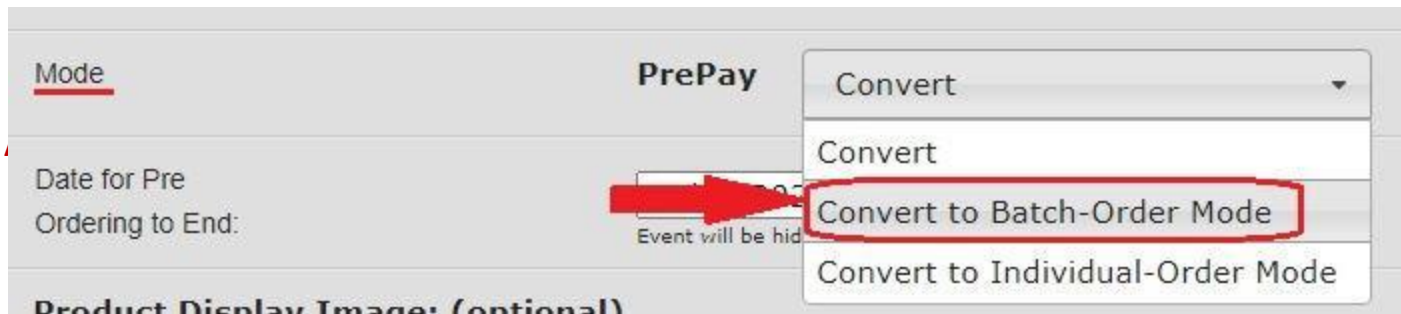
Next scroll down to the **Mode** section of your General Options page and click on the Convert Drop **Down Arrow**.

Mode **PrePay** **Convert** 

Date for Pre Ordering to End: 

Event will be hidden at the end of this day.

Next on the drop down menu, Click the **Convert to Batch-Order Mode** line item.



Mode

PrePay

Convert

Convert

Convert to Batch-Order Mode

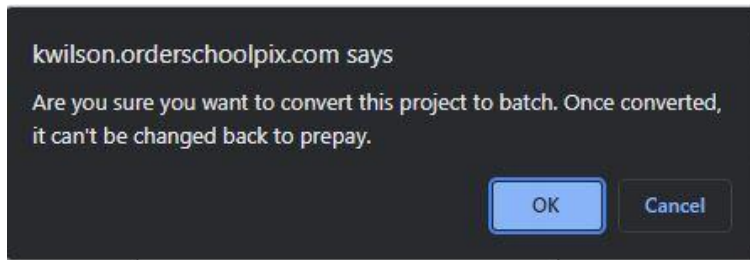
Convert to Individual-Order Mode

Date for Pre

Ordering to End:

Event will be hid

Product Display Image: (optional)



kwilson.orderschoolpix.com says

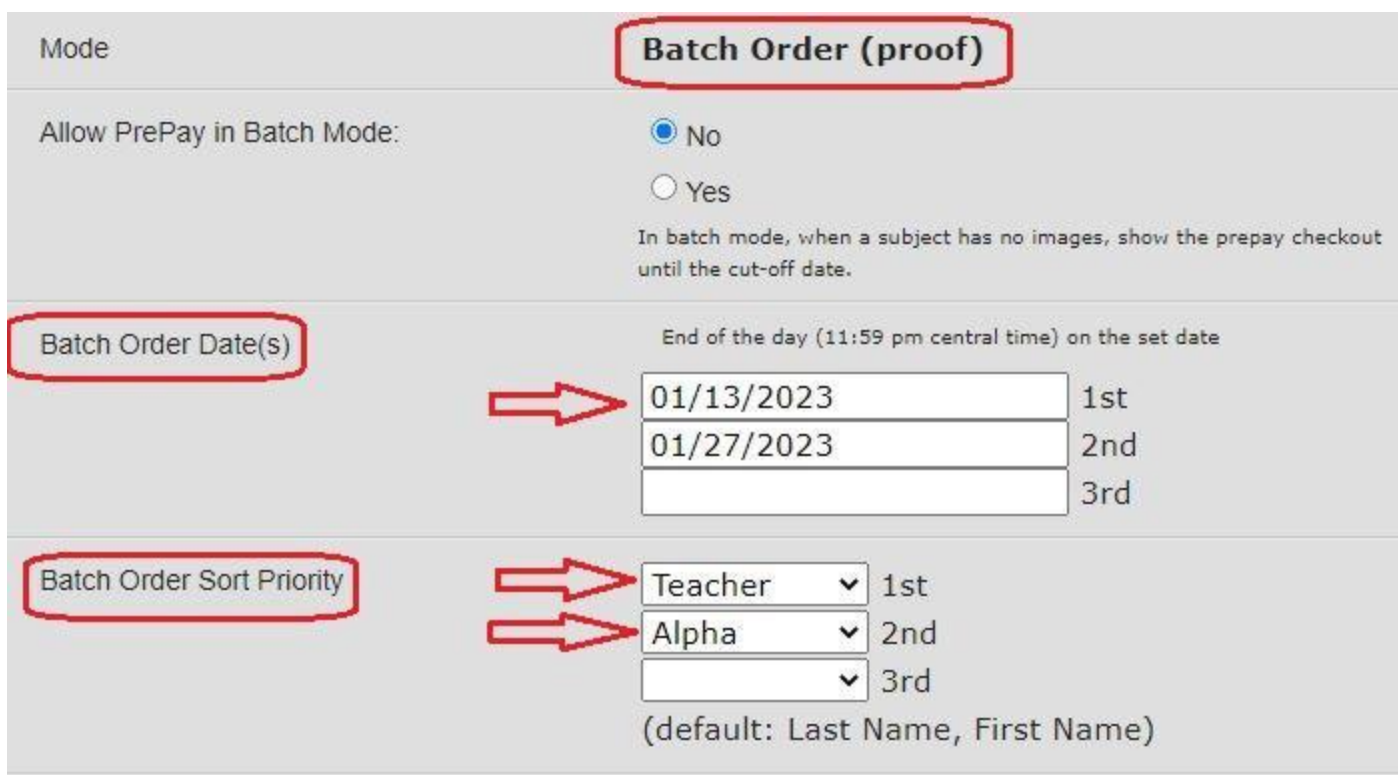
Are you sure you want to convert this project to batch. Once converted, it can't be changed back to prepay.

OK Cancel

Your project has now been converted to Batch Order Mode so you can submit your PrePay (single image) order or if you are offering a Proof Order Project the project will be available for client viewing.

The **Batch Order Date(s)** must be entered in order for your orders to be submitted to ACI. Please Note, your orders will be submitted automatically at 12:00 midnight of the date entered into the Batch Order Date fields. You can have more than one Batch Order submission date by entering a 2nd and/or 3rd date into the appropriate date boxes. Once the last Batch Order date has passed, OPS will for your convenience automatically convert your project to Re-Order Mode.

Batch Order Sort Priority Click on the drop down arrow in each box to identify how you would like your project sorted by ACI for delivery. If this area is left blank, our default sort is Last Name, First Name.



Mode

Batch Order (proof)

Allow PrePay in Batch Mode:

☒ No

☐ Yes

In batch mode, when a subject has no images, show the prepay checkout until the cut-off date.

Batch Order Date(s)

End of the day (11:59 pm central time) on the set date

01/13/2023 1st

01/27/2023 2nd

3rd

Batch Order Sort Priority

Teacher 1st

Alpha 2nd

3rd

(default: Last Name, First Name)

Next (in the Options screen) click on the **Shipping & Taxes** tab

[<](#) **Order Entry PrePay Test II**

Options

Project Options:

[General](#) **Shipping / Taxes** [Promo Codes / Discounts](#) [Tags](#) [Image Processing](#) [Mis](#)

Override your default shipping and taxes.

Scroll down to the Batch Orders section and select the locations option you would like your order to ship to. Please note if you select the Ship to Home option, all orders will be shipped to the purchasers home address. It is critical that you set the shipping options on your PrePay project to Charge for Shipping so your clients pay for the shipping. (Also So You Don't Absorb the Costs!)

(Also note: All orders will automatically be shipped to the purchaser's home only.)

Batch Orders

Ship Batch Orders To:

☒ **Ship to Studio**
Ship all batch orders to studio. This is the default for batch orders.

☐ **Ship to Home**
Select this option if you would like ALL of the batch orders shipped to home. The shoppers will be charged shipping based on your account or project settings. You will be charged for drop shipping starting at \$3.95 for each small (envelope) order and \$6.50 for each large order (box).

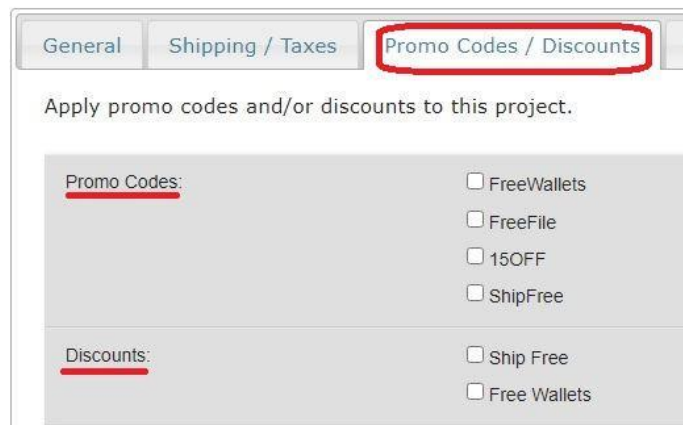
☐ **Ship to Alternate Address**
Select this option if you would like ALL of the batch orders put in one box and drop shipped to an alternate address ie the school or organization. The shoppers will be charged shipping based on your account or project settings. You will be charged one \$6.50 drop shipping fee per batch.

Promo Codes / Discounts Tab

Don't forget to activate your promo codes or discounts you're offering your clients.

< Order Entry PrePay Test II

Project Options:



General Shipping / Taxes **Promo Codes / Discounts**

Apply promo codes and/or discounts to this project.

Promo Codes:

- ☐ FreeWallets
- ☐ FreeFile
- ☐ 15OFF
- ☐ ShipFree

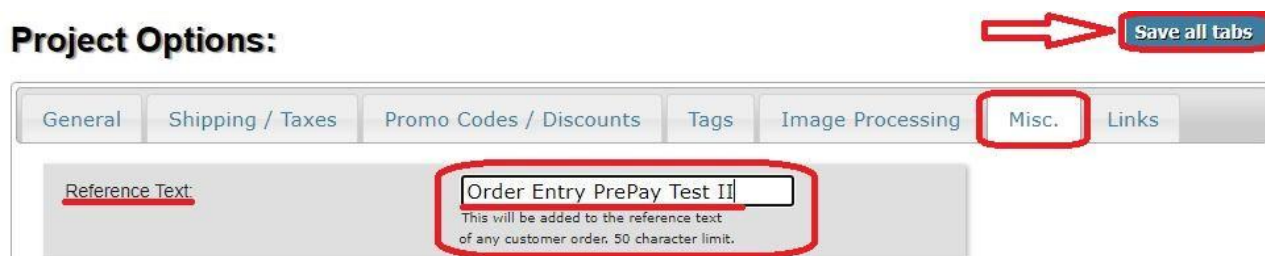
Discounts:

- ☐ Ship Free
- ☐ Free Wallets

Misc. Tab

Click on the **Misc. Tab** to enter your project's reference text. The name you type into this box will appear on all your invoices from ACI so you know which project the order originated at.

Project Options:



General Shipping / Taxes Promo Codes / Discounts Tags Image Processing **Misc.** Links

Reference Text:

Order Entry PrePay Test II

This will be added to the reference text of any customer order. 50 character limit.

Save all tabs

Congratulations, your order is all set to be submitted to ACI for printing!

--End--

