Netlife Photosuite

Proof card workflow tutorial

- In Netlife Photosuite you are able to offer proof cards (order forms) in combination with online ordering to increase your service to your schools and customers.

- The proof cards can easily be designed and customized based on your sales strategy and offering. You can select to use one or multiple images on your proof, and even add a group picture in combination with the portraits.
  Custom job - and subject information will be added automatically on the proof card template, reducing manual labor processing the proofs.

- The proof card PDF can automatically be sent to a defined email address or directly to the assigned photographer(s). You can also download the proof card PDF instant from the cloud based admin panel.

- To place an order from the proof cards, you simply scan the barcode on the proof in the cloud based system. This will give you the freedom to decide who can place orders from the proof cards regardless of location.

- Automatic quality assurance features in all steps of the process, will reduce the chance for human errors.

- Proof card orders will automatically be merged with the online orders (if they are linked to the same pickup location). The orders will be held in a stalling facility on the server and you can define when you would like to print the orders, based on the capacity of the lab.

- All orders will be sent in a batch for bulk production defined by the pickup location. The orders will automatically be sorted by group, to ease your internal packaging and logistics.

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How to design and tag a proof card template

You create your proof card by designing it in i.e. Photoshop. This image will work as a background image on the template and it is uploaded to the admin panel using the PDF template feature.

The background image needs to be a 2480x3508 pixel JPEG RGB image.

You may select to design your template with landscape or portrait orientation.

A proof card PDF template needs to be tagged with image/info tags, where the content will automatically be inserted in the tag location on the background image, etc. subject name, group and image access code for online ordering. Just drag and drop the tags to the background image.

The following info/image tags are available in the PDF creator:

template

SUBJECT INFORMATION	JOB INFORMATION	IMAGES	
NAME	SUBJECT NAME	ADDRESS	POSTAL CODE CITY
D1 Mobile number	D1 Email address	CODE	GROUP
BARCODE CODE	BARCODE CODE 2	QR CODE	QR CODE 2

template

SUBJECT INFORMATION	JOB INFORMATION	IMAGES	
FAVORITE PICTURE	PICTURE BLUE TAG	PICTURE GREEN TAG	PICTURE YELLOW TAG
PICTURE RED TAG	PICTURE VIOLET TAG	PICTURE GREY TAG	GROUP PICTURE
PICTURE SUBJECT TAGGING			

template

SUBJECT INFORMATION	JOB INFORMATION	IMAGES	
JOB NAME	CATALOGUE NAME/QTY	DATA-1	DATA-2
JOB INFO TEXT 1	JOB INFO TEXT 2	SCHOOL PICKUP EXPIRE DATE	RETURN PROOF BY DATE

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How to set school pickup expiry -and proof return date

You can select to let the system automatically calculate the school pickup expiry date for online orders and the proof card return date added on the proof card template, or override the date on job level.

Job type-Advanced options

School pickup expiry -and proof card return date will automatically be calculated if a value is defined in the following fields in job type advanced settings:

Set "School pickup expire date" to x days after job status 9
Set "Please return by" to x days after proof card is generated

Set "School pickup expire date" to 10 days after job status 9

Set "Please return by" to 5 days after proof card is generated

Setting on job level

If you would like to use different dates than those automatically calculated you may do so by entering dates manually in the following fields in admin-job:

«Override school pickup expire»
«Override school proof card return date»

Override school pickup expire	2015-02-26 12:02
Override school proof card return date	2015-02-23 12:16

Proof card PDF processing

The proof card PDF can automatically be sent to a defined email address or directly to the assigned photographers. You can also download the proof card PDF instantly from the cloud based admin panel.

How to send the proof card automatically by using "code types"

The PDF can be created and sent automatically to an email address, when the job is activated for webshop.

When creating a PDF code type you may activate options to split the PDFs created by job, and sent to the photographers added to the job:

Edit code type settings

	Value
Name	Proof card pdf
Send	PDF ▾
Using template	Proof card ▾
	1 days
	After job status 9 to subjects wi ▾
At this hour a day	00:00 ▾
PDF E-mail recipient	harri@netlife.no
PDF split by job	☐
- Send PDF to photographers	☐

Filters
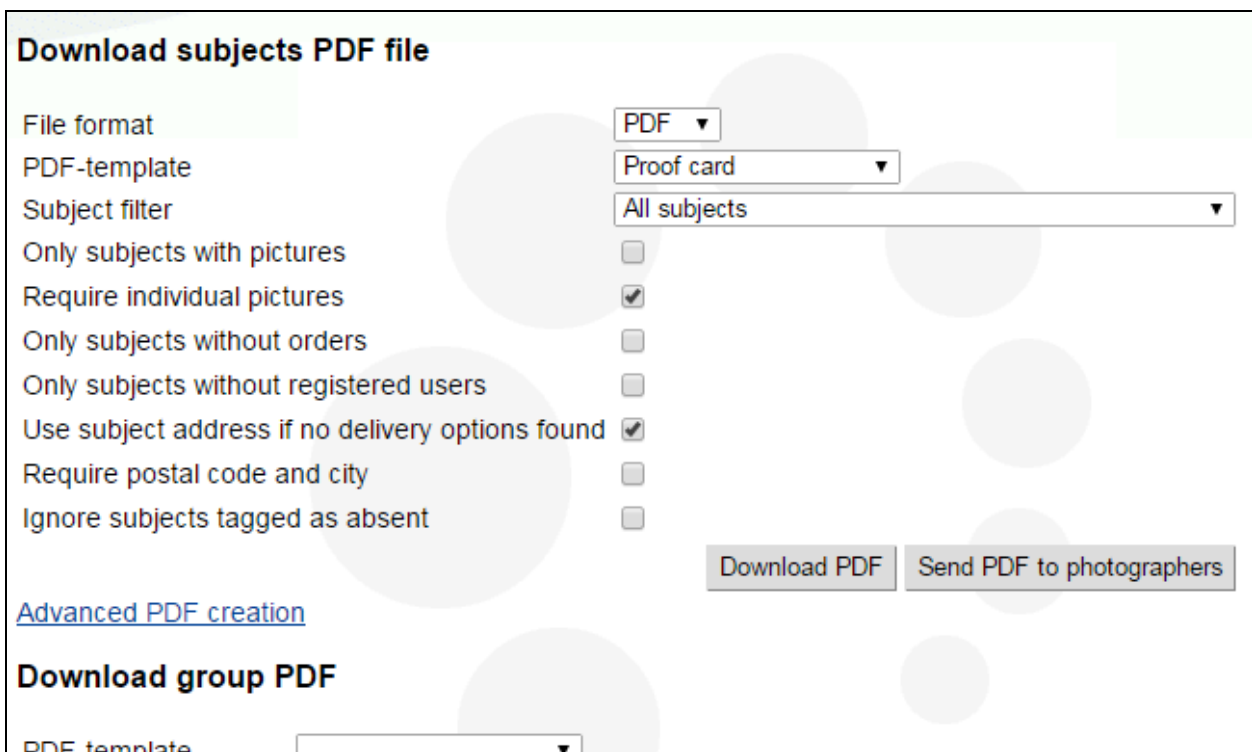
How to "manually" process the proof card pdf in admin

You can easily download or send the proof card pdf manually, by pressing the "Download PDF/csv" on the job.

Download PDF/csv
Download barcodes for shoot

Select template and criterias and press the download PDF button, or push the "Send PDF to photographers".

The PDF will automatically be downloaded or sent to the assigned photographer(s).

Download subjects PDF file

File format	PDF
PDF-template	Proof card
Subject filter	All subjects
Only subjects with pictures	☐
Require individual pictures	☑
Only subjects without orders	☐
Only subjects without registered users	☐
Use subject address if no delivery options found	☑
Require postal code and city	☐
Ignore subjects tagged as absent	☐

Download PDF   Send PDF to photographers

Advanced PDF creation

Download group PDF

PDF template

How to select/add pickup location for school delivery

You can select or add a pickup location using the feature on the job right hand menu.

You may create a new address or select one from the database created in previous jobs/years.

If school delivery is activated and you haven't added a pickup location, the system will show a pop up dialogue, asking you to add a new location or select an existing location.

Quality assurance on image tags in Checkpoint

In admin: Checkpoint, you can process a summary and screen through the subject list, to see if there are any subjects missing an image tag, provided you use proof cards with more than one image tag.

The system will automatically show a warning if the photographer's favorite tag is missing. The picture set as the photographer's favorite will be added to the products in the webshop as default image.

Payment handling for proof card orders

Normally proof card orders are paid in advance by cash put in the proof card envelope returned to the school/photographer. Netlife can activate payment option PREPAID_CASH which then should be selected when scanning proof cards as any displayed online payment options in the proof card module are inactive.

How to place orders from proof cards

Collected proof cards are registered at yourdomain.com/proofcard/

Photographers may scan returned proof cards by using their login at yourdomain.com/booking/, then swap url to yourdomain.com/proofcard/
This will increase the workflow efficiency as photographers won't have to return the proofs to the head office.

Keep at home

To order online
Visit our website and enter your image code. Then you will have access to view all your pictures, and order from our wide selection of products.

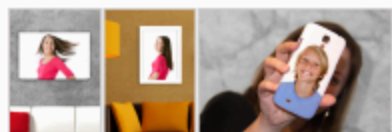Image code: **4258en**

Website: www.volume-photography.com

Free delivery for school pickup
We can deliver your online order to the school.

Free delivery date expires: **10.03.2015**

Contact us:
Netlife Photosuite Pro DEMO
Kjøpmannsgata 5, 7013 Trondheim
+47 73 99 10 20
contact@netlife.no

☐ **Pack A**
○ Image
Price

1pc Canvas 30x40cm (12x16")
1pc Pre-framed portrait image 20x30cm (8x12")
    Frame 25x35cm (10x14")
1pc Samsung Galaxy S4 case

☐ **Pack B**
○ Image
Price

2pc Portrait 10x13cm (4x5"), 8pc 4x5cm (1,5x2")
1pc Portrait 20x25cm vignete (8x10")
2pc Portrait 13x18cm (5x7")

☐ **Pack C**
○ Image
Price

1pc Canvas 30x40cm (12x16")
1pc Portrait 20x30cm (8x12")
1pc Pre-framed tripple portrait 12,5x18cm (5x7")
    Frame 56x31cm (22x12")

☐ **Pack D**
○ Image
Price

1pc Portrait 20x25cm (8x10")
2pc Portrait 13x18cm (5x7")
1pc Group picture 20x25cm (8x10")
18 pc Sticker sheet

1   2   3   4

Netlife Primary Schools

3A

a2220240

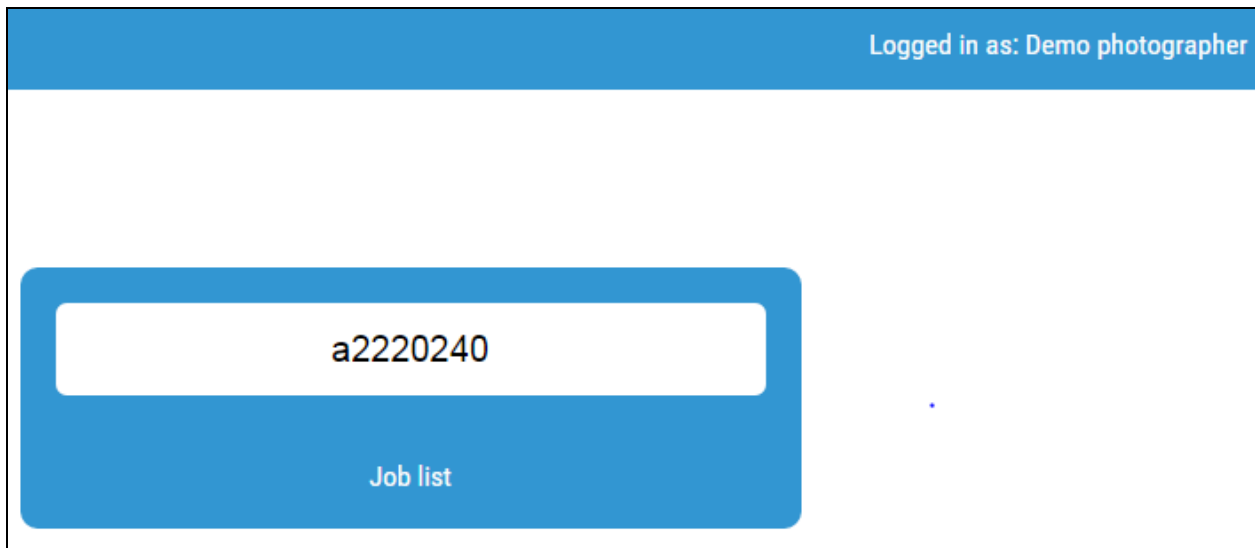| Name:	Samantha Beckman	Please return by: 08.03.2015
E-mail:		
Phone:		Please return by this orderform with excact paymentto ensure your order is processed swiftly.

You

If your head office staff should process proof cards we recommend to create a separate user for that, i.e. *"proof card admin"* with access *cap_role_admin*. Find the user in admin, then select *"Login as user"* and swap the url to yourdomain.com/proofcard/

Scan the barcode or enter the barcode numbers manually if the barcode is "broken".

The barcode is unique per subject, regardless of what job they are registered on, and it is used to identify the subject in the database. Each subject in the system (with or without names) will get a unique UUID.

Change delivery and payment options if the default settings are incorrect for this job.

Select the ordered package by clicking the package name, or enter a number.
Only packages and products connected to this job will be visible in the list.

If the proof card contains more than one image, you may select an image tag representing the image the end user has selected. Only image tags valid for the subject will be available to prevent mistakes.

If you offer single products on your proof card/order form, you may select amongst available products and templates in the drop down menu.

If you don't have name lists and the subject name is a number (dummy subject), you may register the subject name if the parents have written the subject name on the proof card.

You may also enter parent's email address and mobile number. This may be set up in admin to send automatic email and SMS with the image access code for online ordering as reminder and to increase after-sales.

Press "Save and create order" when you have placed the order from the proof card.

The last scanned subject will be listed to prevent you from scanning the same proof card twice.
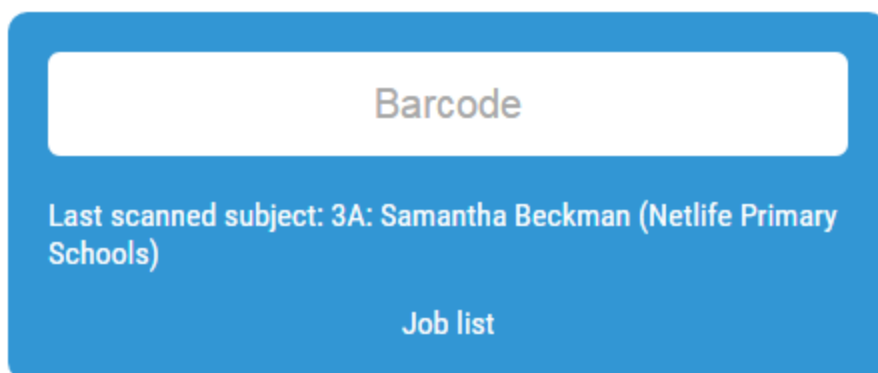
If you still scan the barcode twice, a new warning will appear.

A list of your jobs with a summary of orders created is available when being logged in as a photographer, this is hidden when being logged in as an admin user. You may use this to quickly check that this matches the number of proof cards to make sure you have scanned them all.

Orders created via yourdomain.com/proofcard/ with school pickup delivery are created and stalled in admin until they are manually sent to Lablink for production.

How to send stalled orders to production

Go to the Stalled orders feature in the admin panel to view all stalled orders. Click 'Stalled orders by job' to send all stalled orders for a specific job to Lablink.

If you enter a batch id Lablink will detect that this is a batch order and produce everything in bulk.

You will receive a warning if you send an order to production; and the job contains images/orders in retouch.

You will also be warned if the school pickup expire date is still valid, to prevent you from producing the batch before all orders are received.
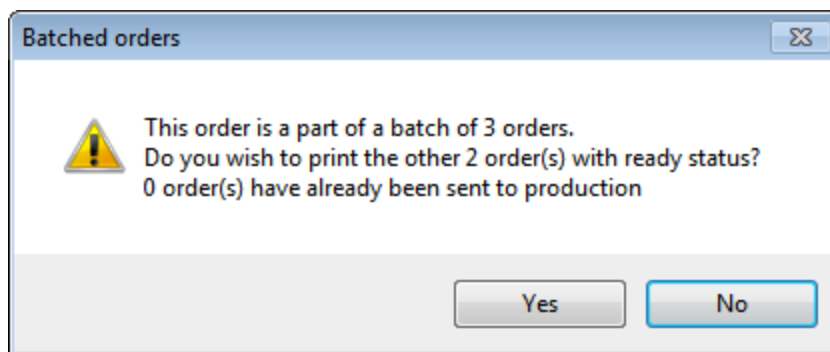
How batch orders work in Lablink

When selecting a "Ready" order and pressing print, Lablink will ask you if you wish to print all other orders in the batch with status "Ready". You will get information about how many orders will be printed. These will be printed in order based on the running number in the batch.

If a batch is partially printed (or completely printed) pressing print on a completed order will ask you if you wish to print _all_ available orders. This includes any other status than ready as well.

Partial batch production should only happen if all orders are not downloaded and the user agrees to print.

The orders will be sorted groupwise to ease the distribution.

How to calculate kickback to schools

In admin-job-statistics you may use turnover sorted by delivery method to calculate school kickback for school delivery orders.

Job statistics

Total turnover:	**142** (*Postage/delivery charge not included*)
Total turnover:	**148** (*Postage/delivery charge included*)
Total turnover shipped orders:	**148.95** (*Postage/delivery charge included*)
Orders	**1**
Users with subjects:	**0**
Subjects with registered users:	**0**
Subjects (absent):	**89** (1)
Non absent subjects without pictures:	**64**