

Importing Pupil/Student Photographs

Introduction

Before importing a batch of pupil/student photographs, it is essential that you have obtained a Licence key from Capita Education Services. This licence key should be stored in a folder on your PC preferably somewhere in the SIMS folder so that it can be easily located when the photograph import routine is run.

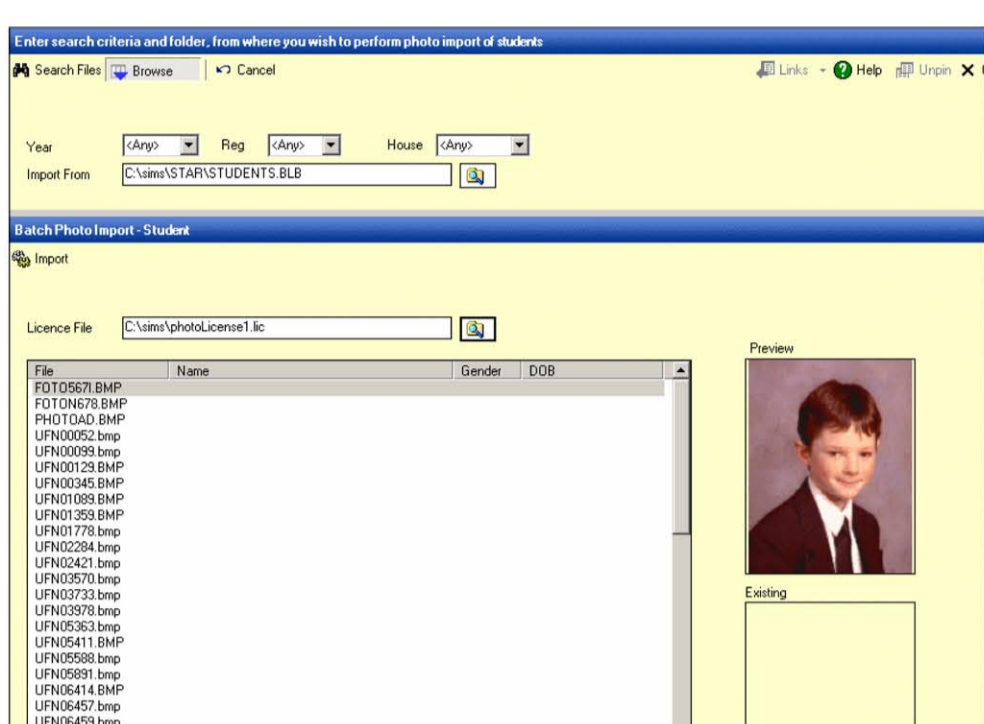
Saving Photographs

On receipt of the CD-ROM containing the photographic images from your photographer, it would be sensible to create a folder on your PC entitled **Photographs** and set up two sub folders within this folder called **Staff** and **Pupil/Students**. Setting up these folders will make it easier to save any unmatched photographs that the system may identify after the import has been run. It also serves as a backup in which to store the respective images in the event of loss or damage to the original CD ROM.

Run the CD containing the photographic images provided by your supplier and save the images to the relevant folders previously created on your PC. Alternatively, you can import the images directly from the CD.

Importing Pupil Photographs with Admission Numbers

1. Select **Routines | Pupil/Students | Batch Import Photographs | By Admission Numbers** to open the **Batch Photo Import-Pupil/Student** page.



2. Select the required **Year** group, **Registration** group or school **House** on which to match the photographic images.

NOTE: It is recommended that the matching be undertaken on the sort type of Registration group so that you can check that the photos are the correct ones for the pupil/students before finally importing them.

3. Click on the **Browser** button and navigate to the folder on your PC where you have stored the pupil/student photographs or to the CD-ROM drive if you are viewing the photographs directly from the disk.

4. Once the correct path has been defined in the **Import From** field, click on the **Search Files** button to retrieve the relevant images.

A list will be displayed of all the images contained within the specified folder that meet the data criteria selected, e.g. all pupil/students in Year 8, Reg group 8A.

The list details the **File** numbers assigned to each individual image by the photographer at the time of the school visit. The pupil/student's **Name**, **Gender** and **DOB** (Date of Birth) will also be displayed.

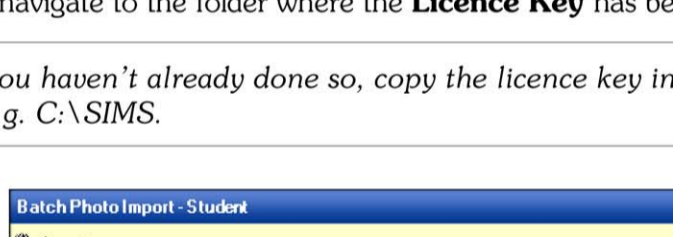
If a pupil/student already has an image attached to them from a previous year's photographic session and a new image has been taken of the pupil/student during this year's photographic session, the new and old photographs will be displayed in the **Preview** and **Existing** panes respectively.

5. Click on any of the file names listed to view the associated photograph in the **Preview** pane and ensure that they relate to the correct pupil/students.

NOTE: Importing the new images will replace any existing photographs and H Tempest logos that may be displayed in a Pupil/Student Details page in place of a current photograph.

6. Click each of the images ensuring that the correct photos have been attached to the right pupil/students. Once you have checked the images, click the **Select** button and navigate to the folder where the **Licence Key** has been stored.

NOTE: If you haven't already done so, copy the licence key into a folder on your PC, e.g. C:\SIMS.



7. After specifying the path to the stored License File, click the **Import** button to attach the photos to the selected pupil/students.

This will produce a **Photo Import Status Report** detailing the file names of the images, the name of the pupil/student to whom each image has been attached and the action that occurred as a result of the import e.g. import, replace etc.

The report can be saved by clicking on the **Save As** button or printed for future reference by clicking on the **Print** button.

Storing Unmatched Photographs

After running the import, there may be some **Unmatched Photographs** that could not be successfully matched to the relevant pupil/students, denoted by **(No Match Found)** in the report. These can be stored in a folder on your PC so that the images can be matched to the relevant pupil/students at a later date.

1. Click the **Select** button and navigate to a suitable **Target Directory**.



Select button

2. Alternatively, click the **Copy to Target Folder** button to overwrite the existing saved images.



Copy to Target Folder button

3. Click the **Copy to Target Folder** button to save the **Unmatched Photographs** to the location you have specified.

4. Once the images have been copied to the directory of your choice, click the **Close** button to exit the report.

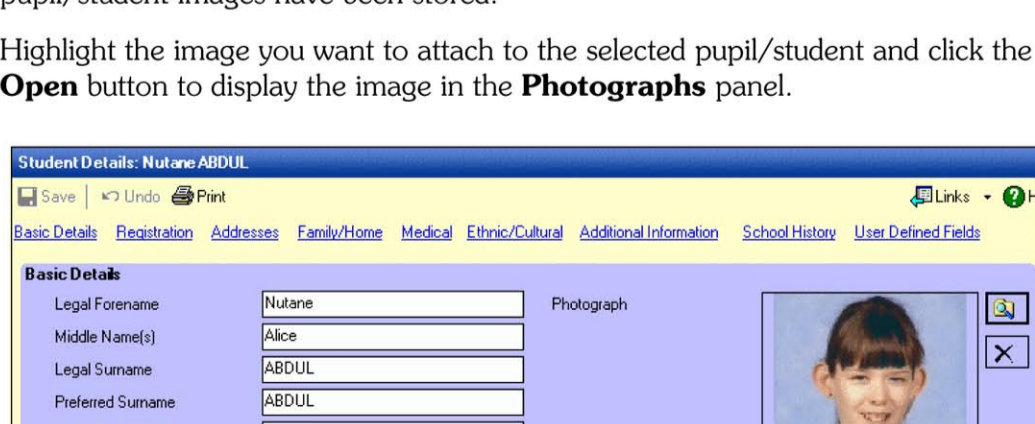
Attaching Individual Photographs to Pupils

It may transpire that some images can not be clearly identified at the time of the batch import. These images can be saved to a folder on your PC and attached to specific pupil/students individually at a later date.

1. Select **Focus | Pupil/students | Pupil/Student Details** to open the **Find Student** browser.

2. After searching for the required pupil/student, click on the **Select Files** button adjacent to the **Photograph** window and navigate to the location where the pupil/student images have been stored.

3. Highlight the image you want to attach to the selected pupil/student and click the **Open** button to display the image in the **Photographs** panel.



4. Click the **Save** button to associate the photograph with the selected pupil/student.

Detaching Individual Pupil Photographs

It may sometimes be necessary to detach a previously attached photograph from a pupil/student that may have been linked in error.

1. After searching for the required pupil/student, click on the **Delete** button adjacent to the **Photograph** window.

2. Click the **Save** button to save the changes.