



Mastering Volume Photography Training

Getting Started

- ▶ You will receive *an email* stating your lab has created an account for you on PlicMatch. Click the *Accept Invitation* link to take you to the registration site. Your account will not be created until you access this link and set your password.

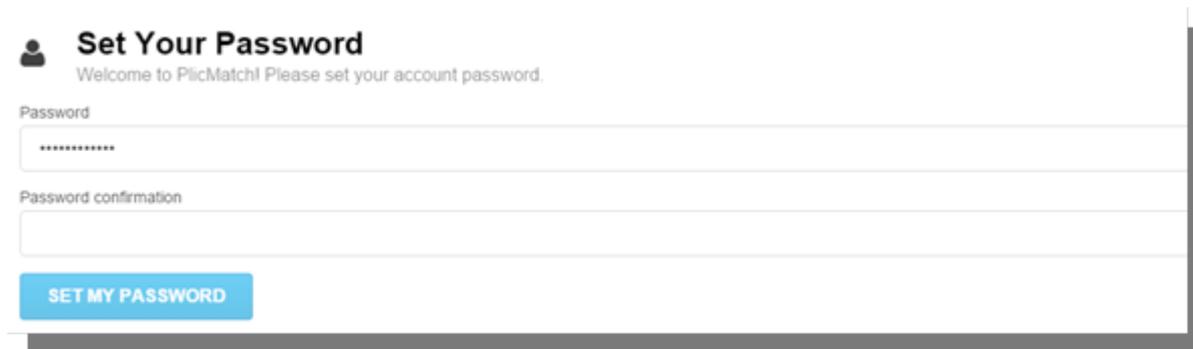


Note: A quality internet connection is required to submit orders to your lab. We recommend being connected to the internet via hardwire, rather than through a wireless connection, to ensure accuracy of your orders.

Set Your Password

- ▶ The very first thing you will need to do is set up a password. Once you've entered a unique password, hit the blue *Set My Password* button.

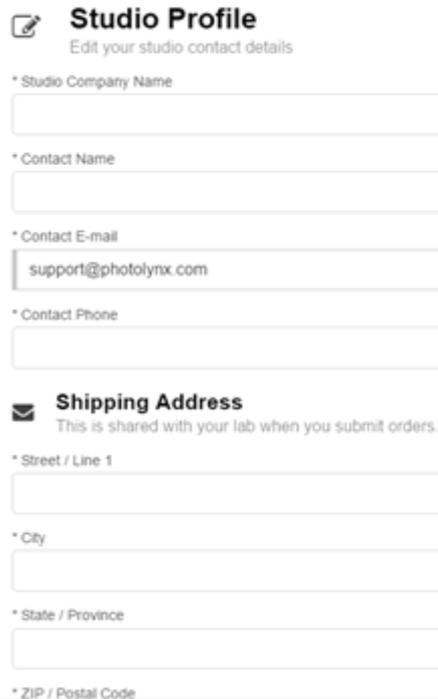
Note: Keep a note of your password somewhere. We do not have access to look up any password information for you.



The screenshot shows a web form titled "Set Your Password" with a user icon. Below the title is a welcome message: "Welcome to PlicMatch! Please set your account password." There are two input fields: "Password" containing a masked password (*****) and "Password confirmation" which is empty. A blue button labeled "SET MY PASSWORD" is positioned below the fields. The form is enclosed in a grey border.

Set up Your Studio Profile

- ▶ Your next step will be to set up your studio profile information. This is the information your lab will use for contact and shipping information. Once complete, press the blue *Save Profile* button.



✎ Studio Profile
Edit your studio contact details

* Studio Company Name

* Contact Name

* Contact E-mail

* Contact Phone

✉ Shipping Address
This is shared with your lab when you submit orders.

* Street / Line 1

* City

* State / Province

* ZIP / Postal Code

Studio Snapshot



Studio Snapshot

Overview of your studio account.



Low on Credits

You are running low on credits (92 remaining). Contact your lab to purchase more credits.



10 Subjects

Total subjects in all active projects



14 Images

Total subjects images in active projects



4 Orders

All orders grouped by order status



Top 5 Packages

Most popular packages ordered

- ▶ Your main screen of PlicMatch will show your *Studio Snapshot*. Here you can see your active jobs, how many credits are remaining, how many subjects you have in your active jobs, how many images are in your active jobs, how many orders and your top 5 packages.

Studio Menu

- ▶ Your *Studio Menu* to the left of your main PlicMatch screen will allow you to view other menus available for you:
 - ▶ Snapshot will take you to your *Studio Snapshot* screen
 - ▶ Your Jobs will take you to *My Projects* screen. Here you will see all of your active jobs.
 - ▶ Your Orders will take you to your *My Orders* screen. Here you can view any orders you have pending, submit orders to your lab, and view any orders you have submitted to your lab.

Account

- ▶ Your *Account* menu to the left of your main PlicMatch screen will allow you to view *Your Profile*. Select this option to change/edit any of your account information you entered when setting up your PlicMatch account.

Creating a New Project

- ▶ To create a job in PlicMatch, select *My Projects* from your *Studio Menu* screen.

 - 1. Type in the *name* of your job (ie: Jones Middle School)
 - 2. Select your *Project Type*
 - 3. Select your *Catalog Program* (your packages)
 - If your lab has packages available for you to choose from, you can select *Use default package program from lab* and select your program from the drop down.
 - To create your own packages, select *Create your own packages from the catalog* and be sure your lab's PUD is loaded in the drop down menu.
 - 4. Select *Create Project*
- 

Edit Project Template

- ▶ Your lab will specify which data fields are necessary in order to process your orders. On this screen, you can select the order you'd like to have them when inputting data. Simply drag and drop the fields to select their order. Select *Save Project Settings* when finished.

Note: Your top 3 fields will be marked as "Primary Fields".

Edit Project Template
Arrange project fields for Ramona Elementary

Click to drag and arrange the project fields to match your preferred order.

Project Fields

Your top 3 fields will be marked as primary fields.

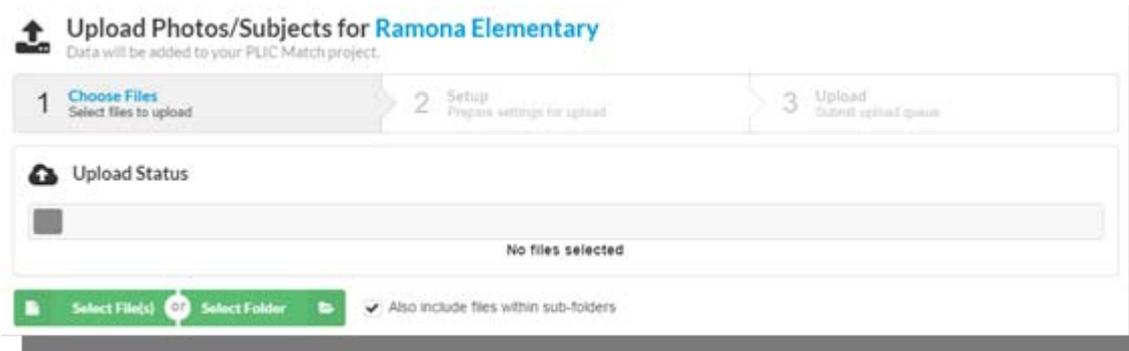
- ★ Last Name
- ★ First Name
- ★ Teacher
- ☆ Grade

Save Project Settings

Upload Photos /Subjects

- ▶ Once you are finished editing your data fields, you are now ready to upload your images and data for this job. To do this, simply select the *Select Files* (for images only) or *Select Folder* (for images and data) button to browse out to your files. If your images are separated among subfolders, check *Also include files within sub-folders*.

Note: Each individual image must be a PNG or JPEG image that is no larger than 10 MB



Upload Photos/Subjects for **Ramona Elementary**
Data will be added to your PLIC Match project.

1 Choose Files
Select files to upload

2 Setup
Prepare settings for upload

3 Upload
Submit upload queue

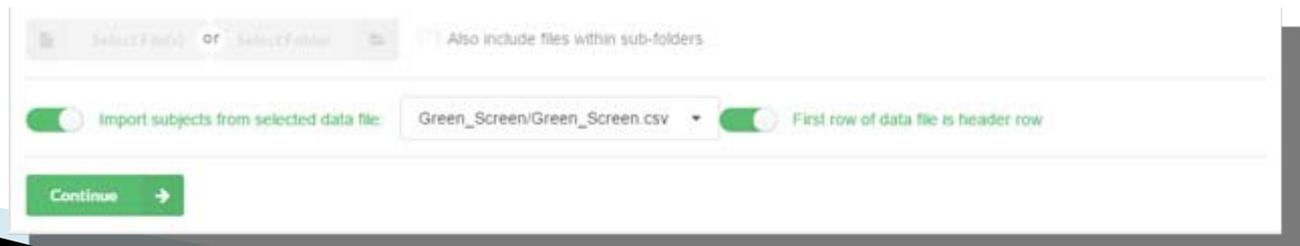
Upload Status

No files selected

Select File(s) or Select Folder

Also include files within sub-folders

- ▶ If loading in data, slide the slider for *Import Subjects from selected data file:* and make sure your data file is selected in the drop down. If your data has a header, slide the slider for *First row of data file is header*



Select File(s) or Select Folder

Also include files within sub-folders

Import subjects from selected data file: Green_Screen/Green_Screen.csv

First row of data file is header row

Continue →

Upload Photos / Subjects, (Cont.)

- ▶ Go through and map your data to the correct fields. When you get to the field for your image name, select *Is Image Filename*. Press *Start Uploading* when done.
- ▶ Depending on how large your images are and how many you have, the upload process can take a few minutes. You can choose to have PlicMatch email you once your upload is complete.

Map Your Data
Please select your subject field mappings. Use the data preview below to verify correct fields. If you are uploading images matched to subjects, you will also need to check "Is Image Filename" for the field containing the image filename, located underneath the field dropdown.

Last Name	First Name	Teacher	Grade	File Mapping
Is Image Filename				
Gutierrez	Ezequiel	McKeethan	4	C03_0039-00004-00006-00005-00001.JPG
Ortizola	Cheley	McKeethan	4	C03_0087-00003-00003-00002-00002.JPG
Brown	Samuel	McKeethan	4	C03_0112-00007-00008-00007-00003.JPG
Jacobo Patino	Evelyn	McKeethan	4	C03_0247-00003-00004-00003-00004.JPG
Melton	Nicholas	McKeethan	4	C05_0309-00005-00012-00011-00005.JPG

Start Uploading

- ▶ When your images and data are finished uploading, you will see the following notification:

 **Uploads Finished**
Your data has been imported and will appear in your project shortly.

Go to Project

- ▶ Select *Got to Project* to begin assigning data and packages to your images.

Creating Catalogs

- ▶ If you would like to create your own packages rather than use a package available from your lab, you can select the *Edit Packages* button on your *Match* screen. This will take you to your *Edit Catalog Program* screen.
- ▶ You will first need to create a *Catalog*. Your *catalog* is what your group of packages will be filed under (ie: Fall Portraits). Your *Packages* for this corresponding catalog will be listed under this *Catalog* (ie: Package A).
- ▶ Type in the *Name/Description* of your *Catalog*
- ▶ If you want taxes to be charged, type in your correct *Tax Rate* and check box next to *Taxed*.

Creating a Package

- ▶ After you have typed in all the information for your *Catalog*, select the *Add Package* button.
 1. Type in your *Package Description* (ie: Package A)
 2. Type in your *Price* (optional)
 3. Type in your *Cost* (optional)
 4. Type in your *Commission* (optional)
 5. Check off whether this package is to be *Taxed* (optional)
 6. Click the green *Add Unit* button

The screenshot shows a web form for creating a package. It includes the following elements:

- Package Description:** A text input field containing "Package A".
- Price (USD):** A text input field containing "50.00".
- Cost (USD):** A text input field containing "15.00".
- Commission (%):** A text input field containing ".3".
- Taxed:** A checkbox labeled "Taxed" which is checked.
- Package Units:** A list of units, each with a "Catalog Unit" dropdown, a "Quantity" input field, and a "Remove" button with an 'x' icon.

Catalog Unit	Quantity	Remove
1 8x10	2	x
2 5x7	2	x
2 3.5x5 & 4 2.5x3.5	1	x
10 2x3.5	2	x
16 1.75x2.5	1	x
- Buttons:** A green "ADD UNIT" button with a plus icon and a grey "REMOVE PACKAGE" button with an 'x' icon.

Creating a Package, (Cont.)

7. Select your *Catalog Unit* from the drop down menu
 8. Select your *Quantity* from the drop down menu
 9. Follow steps 6–8 until all of your units are selected for this package
 10. You can then *Add Package* to create more package options
 11. When finished adding all of your packages to your catalog, select the blue *Save Catalog Program* button.
- ▶ Once you are finished adding/editing all of your packages, you will be taken to the *My Jobs* screen. You can select the green *Match* button to continue on to input data for your images.

Package Description
Package A

Price (USD) 50.00 Cost (USD) 15.00 Commission (%) 3

Taxed

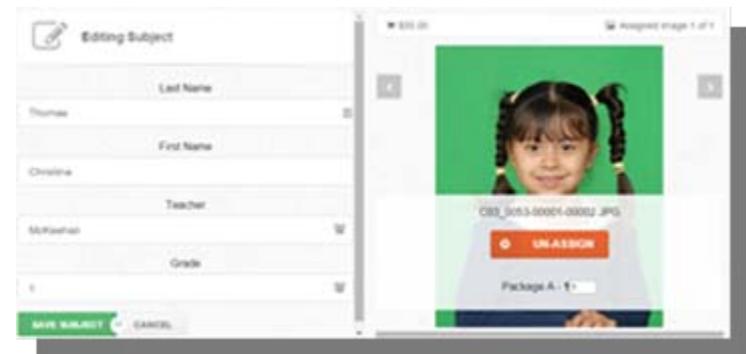
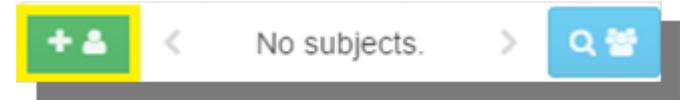
Package Units

Catalog Unit 1.8x10	Quantity 2	Remove X
Catalog Unit 2.5x7	Quantity 2	Remove X
Catalog Unit 2.3.5x5.4 2.5x3.5	Quantity 1	Remove X
Catalog Unit 10.2x3.5	Quantity 2	Remove X
Catalog Unit 16.1.7x2.5	Quantity 1	Remove X

+ ADD UNIT REMOVE PACKAGE X

Match

- ▶ Your *Match* screen is where you will enter data for your images. You will see your images lined up at the top, a section for entered records to the left (will say *No Subjects* if you have not uploaded data) and your packages listed to the right.
- ▶ To start entering data for your subjects:
 1. Select the *green plus sign* to add a subject
 2. Enter the subject's *information*
 3. Hover over their image, and select *Assign Pose* (if they have more than one image, do this for all their images)
 4. If they are purchasing a *package*, click on the *order package* in which they have ordered
 5. Click the green *Save Subject* button



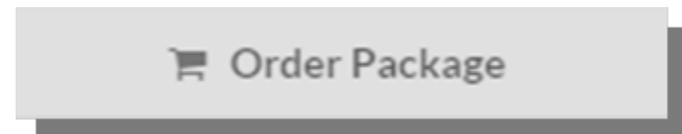
Match, (Cont.)

- ▶ You will then see your subject's information populate to the *left* of the screen.
- ▶ To edit data/assign packages to an already matched job:
 1. Select the green *Edit* button on the subject's record

2. Edit any data information

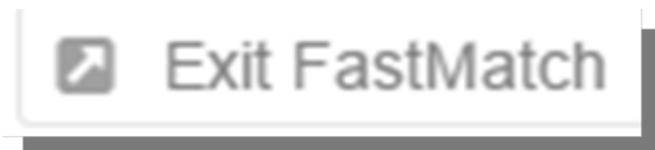


3. Click the gray *Order Package* button for the package they have ordered



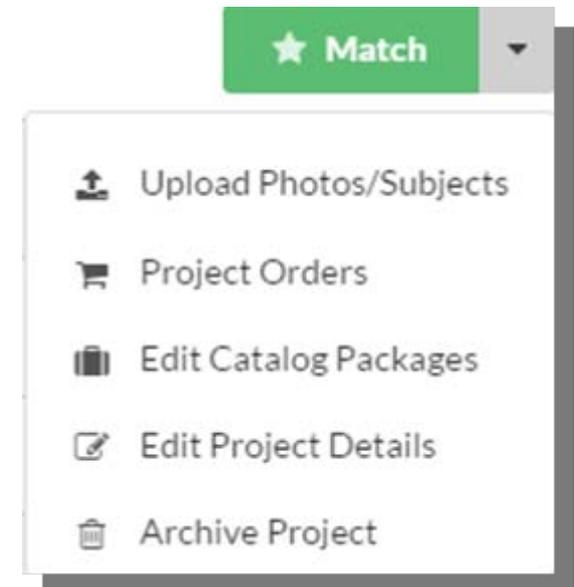
4. Click the green *Save Subject* button

- ▶ When complete, hit the *Exit Fastmatch* button to go back to your main PlicMatch menu screen.



Match Menu Options

- ▶ Under your *My Projects* screen, you will see a listing of all your projects, the type of job they are, how many images are assigned and unassigned, and the number of subject. Under the *Actions* menu, you will see a green *Match* button. Clicking the dropdown button next to the green *Match* button will show you your different *Match Menu* options.
- ▶ Your options here are:
 1. **Upload Photos/Subjects:** This will take you to your *Upload Photos/Subjects* screen, allowing you to add more images and data to your job.
 2. **Project Orders:** This will take you to your *My Orders* screen. Here you will see a listing of all your orders, their status and access your order form.
 3. **Edit Catalog Packages:** This will take you to your *Edit Catalog Program* screen. Here you can edit your *Catalog* information and add/edit *Package* information.
 4. **Edit Project Details:** This will take you to your *Project* screen, allowing you to change the name of your project.
 5. **Archive Project:** This will allow you to archive your project and remove it from your screen.



Submitting Orders to Your Lab

- ▶ Under your *Studio Menu*, you should see a notification that you have new orders. Click *My Orders* to access this.
- ▶ Under *My Orders* you will see how many job orders you have, their status and the actions you can take for them. Before submitting your orders, you must first verify your order:
 1. Click the green *Order Form* button
 2. Confirm your order is correct by verifying the information under *Overview*
 3. Click *Full Order Details* to confirm you have all the packages ordered for this job
 4. If you need to assign more packages, or delete a package from a subject, click the green *Continue Matching* button to go back to your *Match* screen
 - a) Click the green *Edit Subject* button to add/delete packages
 - b) Once complete, hit your *Exit Fastmatch* button and go back to *My Orders* screen.

The screenshot displays the 'My Orders' section of a software interface. On the left, a 'My Orders' button is shown with a '1 new' notification. The main content area is titled 'Project Order (ID 323)' and includes a status bar indicating 'Order Status: New' and a 'Continue Matching' button. Below this is an 'Overview' section with a table summarizing the order details.

Project Name	Julian Elementary
Total Subjects Having Orders	2
Total Images Ordered	2
Total Packages Ordered	2
Total Price of Packages	\$80.00
Total Cost of Packages	\$20.00
Total Packages Price - Cost	\$60.00

At the bottom of the overview section, there is a blue button labeled 'Full Order Details'.

Submitting Orders to Your Lab, (Cont.)

- ▶ If everything is correct, you can now *Submit Order*
 1. To submit *only subjects that have ordered packages*, select the *first* option
 2. To submit *your entire job*, even those who have not ordered packages, select your *second* option
 - Note: Both options will show you how many credits this will cost. If you do not have enough credits to submit, you must contact your lab for more credits.*
 3. If your job has any service items, change the drop down option from *No* to *Yes*
 4. Press the green *Send Order to Lab* button

Submit Order
Send your order to the lab for processing.

Submit only subjects and images that have ordered packages

 **Cost: 2 credits**
That's 1 credit per image submitted.

OR

Submit all subjects and images

 **Cost: 20 credits**
That's 1 credit per image submitted.

Service Items
No

My Orders

- ▶ Click on this menu option to get a listing of your orders, their *status* with your lab, and to access your *order form*.
- ▶ You can also *search* for specific subjects in this screen. Simply type their name in the *Find by Subject* box in the top right hand corner, and hit *Enter*. Your jobs will be filtered based on the specific data.

Your Orders Your studio's project orders.

 1 order



Reset

 1 project order matched your search. [Include all orders instead](#)

ID	Status	Project Name	Images	Subjects	Packages	Actions
185	Submitted	Test Job	4 images	4 subjects	5	 Order Form

Your Order Status

Once submitted, you will receive a *Project Order ID Number*, and will see your order status, how many credits spent, and be able to see your *full order details*. An email with this information will be sent to the email under *Your Profile* as well as to your lab.

Project Order (ID 323) Packages ordered for Julian Elementary



Order Status: Submitted
This order has been submitted to the lab.



2 credits spent
Credits were deducted from your account when you submitted this order.

Overview

Project Name	Julian Elementary
Total Subjects Having Orders	2
Total Images Ordered	2
Total Packages Ordered	2
Total Price of Packages	\$80.00
Total Cost of Packages	\$20.00
Total Packages Price - Cost	\$60.00



Full Order Details