

# Proof card workflow tutorial

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- 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 send 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 on 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

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You create your proof card by designing it in etc. 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 need 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

## How to set school pickup expire -and proof return date

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You can select to let the system automatically calculate the school pickup expire 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 <input type="text" value="10"/> days after job status 9
Set "Please return by" to <input type="text" value="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	<input type="text" value="2015-02-26 12:02"/>
Override school proof card return date	<input type="text" value="2015-02-23 12:16"/>

## Proof card PDF processing

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The proof card PDF can automatically be send 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	<input type="text" value="Proof card pdf"/>
Send	<input type="text" value="PDF"/>
Using template	<input type="text" value="Proof card"/>
	<input type="text" value="1"/> days
	<input type="text" value="After job status 9 to subjects wi"/>
At this hour a day	<input type="text" value="00:00"/>
PDF E-mail recipient	<input type="text" value="harri@netlife.no"/>
PDF split by job	<input type="checkbox"/>
- Send PDF to photographers	<input type="checkbox"/>
<b>Filters</b>	

## 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/scv” on the job.



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	<input type="checkbox"/>
Require individual pictures	<input checked="" type="checkbox"/>
Only subjects without orders	<input type="checkbox"/>
Only subjects without registered users	<input type="checkbox"/>
Use subject address if no delivery options found	<input checked="" type="checkbox"/>
Require postal code and city	<input type="checkbox"/>
Ignore subjects tagged as absent	<input type="checkbox"/>

[Advanced PDF creation](#)

### Download group PDF

PDF template:

## How to select/add pickup location for school delivery

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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.

**Job pickup locations**

Name	Address	Postal code	City	Action
<a href="#">Netlife primary school</a>	Kjømansgata 5	7013	Trondheim	<a href="#">Remove</a>

**Add existing pickup location**

Name	Address	Postal code	City	Add
<a href="#">Create new</a>				

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.

**Add school pickup location** X

**Add existing location**

Name	Address	Postal code	City	Add
Netlife primary school	Kjømansgata 5	7013	Trondheim	<a href="#">Add pickup location</a>

**Search locations**

**Create pickup location**








## Quality assurance on image tags in Checkpoint

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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 photographers favorite tag is missing. The picture set as photographer's favorite will be added to the products in the webshop as default image.

**Administration : Pro Photo : Jobs : Netlife Primary Schools: Complete subject list**

Group	Subject Name	Role	Data 1	Data 2	Tags	IP	GP
3A	<a href="#">Samantha Beckman</a>				   	4	1
3A	<a href="#">Tim Feary</a>				  	3	1

## How to place orders from proof cards

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Collected proof cards are registered at [yourdomain.com/proofcard/](http://yourdomain.com/proofcard/)

Photographers may use their login to scan returned proof cards. 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](http://www.volume-photography.com)

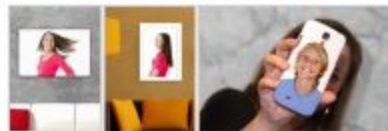
### Free delivery for school pickup

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



Netlife Primary Schools

3A



Name:

Please return by: 08.03.2015

E-mail:

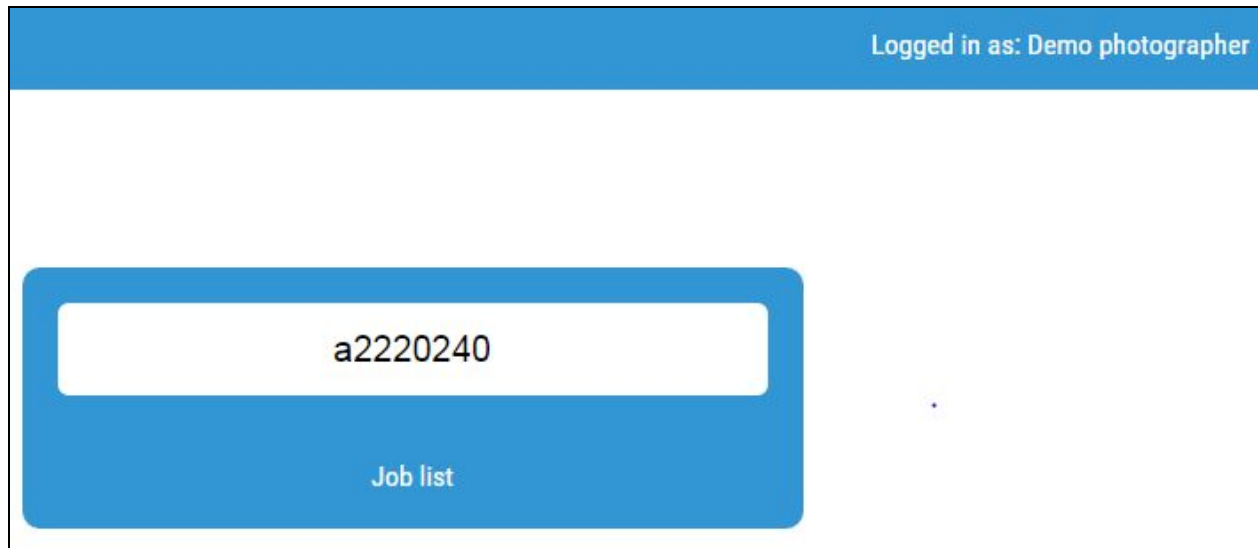
Phone:

Please return by this orderform with exact payment to ensure your order is processed swiftly.

You

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 option, if default setting is 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 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 nr. 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.

Delivery

## Netlife Primary Schools

Subject name

Group name

Mobile

E-mail adress

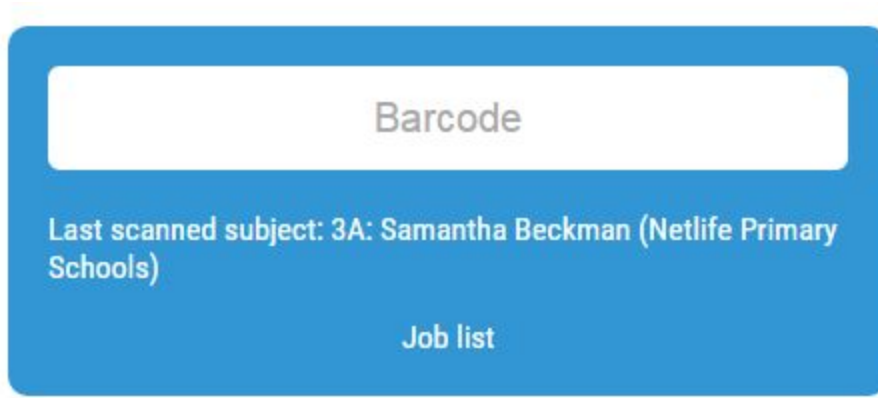
## Packages

Portrait package	1	blue
Gift package	Qty	Template default

## Single products

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.

Samantha Beckman is already registered with 1 orders. [Scan another subject here.](#)

A list of your jobs with a summary of orders created is available. You may use this to quickly check that this matches the number of proof cards to make sure you have scanned them all.

Pickup location	Order count
<a href="#">Netlife primary school</a>	1

Orders created via [yourdomain.com/proofcard/](http://yourdomain.com/proofcard/) are created and stalled in admin until they are manually sent to Lablink for production.

## How to send stalled orders to production

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Go to 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.

Stalled orders by pickup location				
Pickup location	Orders	Batch id	Warning	Send to production
Netlife primary school	1	<input type="text"/>		<input type="button" value="Send 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.

Karinas Skole	2	<input type="text"/>	3 orders in retouch!	<input type="button" value="Send to Lablink"/>
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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.

Stalled orders by pickup location				
Avhentingssted:	Ordre	Batch id	Advarsler	Send to production
Karinas Skole	2	<input type="text"/>	School pickup not expired for all jobs	<input type="button" value="Send to Lablink"/>

## 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

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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.

Order List (1 orders selected)								View Order	
Status	Date	Order	Lab nr	Payment	Delivery	Partner	Loc...	5f7e9eda-e19e-7f38-4974-56fed7e63c72	
Ready	24.02.15 11:40	5f7e9eda	4614	PREPAID	School	Prophoto Test	Yes	<b>Comes from:</b>	PROOFCARD
Ready	24.02.15 11:38	abcebc...	4613	PREPAID	School	Prophoto Test	Yes	<b>Confirm Time:</b>	24.02.2015 11:20
Ready	24.02.15 11:37	ca1e59...	4612	PREPAID	School	Prophoto Test	Yes	<b>Size:</b>	0.00 kB
Ready	24.02.15 11:23	c676d1...	4611	PREPAID	School	Prophoto Test	Yes	<b>Delivery Time:</b>	14 days (13 days and 22 hours)
Ready	24.02.15 10:55	a5fa48b1	4610	INSTORE	Pickup	Netlife Photosuite ...	Yes	Customer Information	
Ready	24.02.15 10:54	86b9fe19	4609	PREPAID	School	Prophoto Test	Yes	Erik2	Order Dispatch / Pickup
Ready	24.02.15 10:48	67b667...	4608	PREPAID	School	Prophoto Test	Yes	1A	Test - Merge
Ready	24.02.15 10:46	3ad243...	4607	PREPAID	School	Prophoto Test	Yes		Viktor Baumanns vei 36B
Receipt prin...	24.02.15 10:39	d8e5bb...	4606	INVOICE	School	Prophoto Test	Yes		7018 Trondheim
Receipt prin...	24.02.15 10:37	4ded4d...	4605	PREPAID	School	Prophoto Test	Yes	Comment from customer	
Receipt prin...	17.02.15 14:47	806e9963	4604	INVOICE	School	Prophoto Test	Yes	BATCH_FEDCBA_1/3	

**Batched orders**

 This order is a part of a batch of 3 orders.  
Do you wish to print the other 2 order(s) with ready status?  
0 order(s) have already been sent to production

## How to calculate kickback to schools

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

<b>Job statistics</b>	
Total turnover:	<b>142</b> ( <i>Postage/delivery charge not included</i> )
Total turnover:	<b>148</b> ( <i>Postage/delivery charge included</i> )
Total turnover shipped orders:	<b>148.95</b> ( <i>Postage/delivery charge included</i> )
Orders	<b>1</b>
Users with subjects:	<b>0</b>
Subjects with registered users:	<b>0</b>
Subjects (absent):	<b>89</b> (1)
Non-absent subjects without pictures:	<b>64</b>