

Helpsheet PM16 -Importing Pupil Photographs

By Admission Numbers:

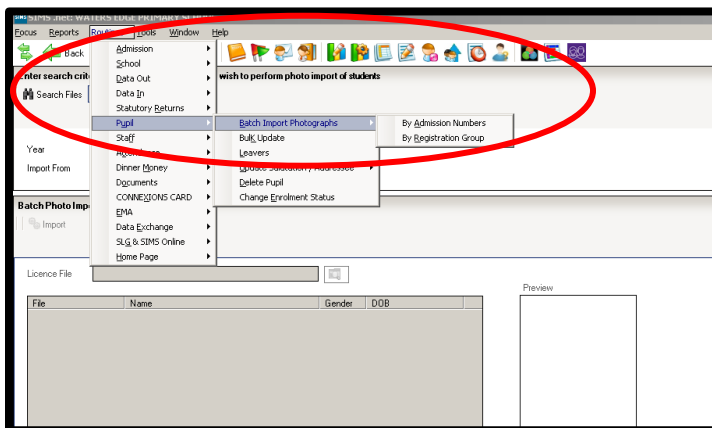
After contacting your chosen photographer, they will arrange a visit to your school to photograph members of staff and pupil/students.

To purchase a licence call 01234 832100

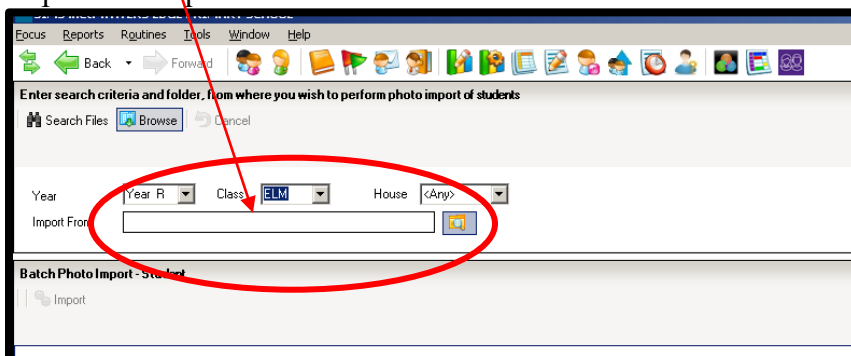
Pupil/students may be issued with an individual bar code identifier by the photographer, which will link them with their photographic image. Alternatively, their admission numbers could be used to identify their images.

A report listing admission numbers for each **Registration Group** can be obtained through **Reports | Run**. A copy of this report should be given to the photographer to enable him to match the pupil/students with their admission numbers whilst taking their photographs

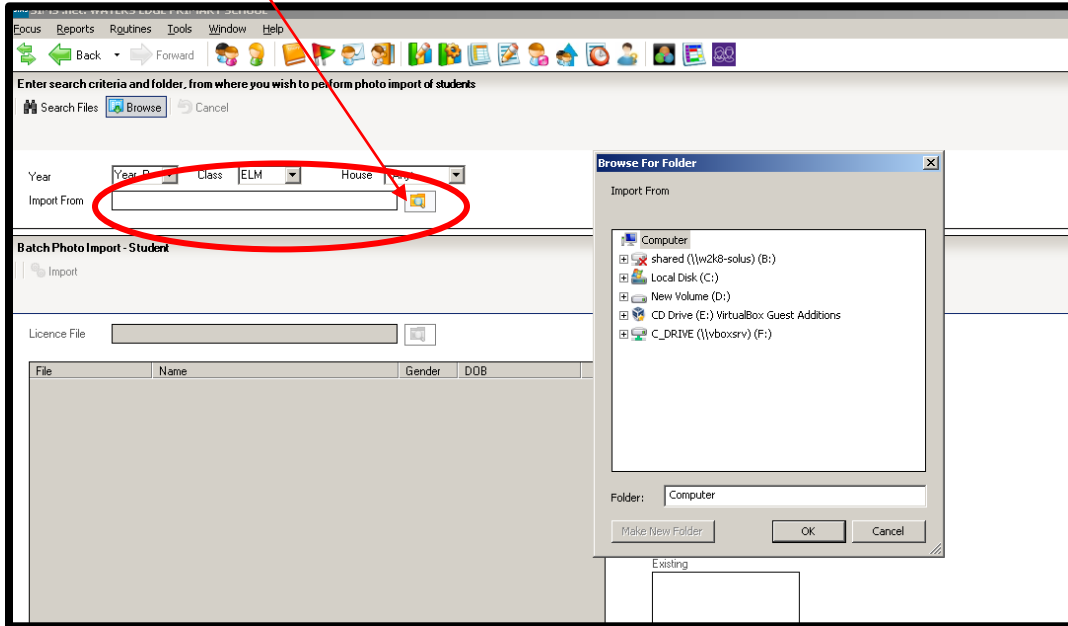
1. Select **Routines | Pupil (or Student) | Batch Import Photographs | By Admission Numbers** to display the **Batch Photo Import - Student** page.



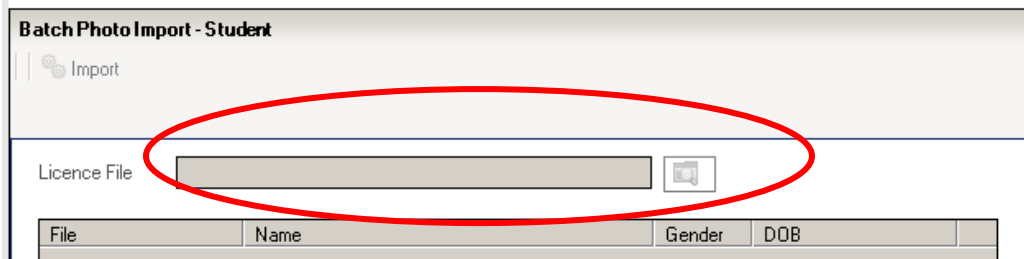
2. Select the **Year, Reg or House** that you want to associate images with, from the respective drop-down lists.



3. Click the **Select Files** button next to the **Import From** field to display the **Browse for Folder** dialog. Navigate to the location of the stored photographic images and click the **OK** button to save the specified path.



4. Click the **Select Files** button next to the **Licence File** field to display the **Browse for Folder** dialog. Navigate to the location of the stored Licence File and click the **Open** button to deploy the Licence File.



5. Click the **Import** button to complete the process.