



Pic2Use MANUAL

JUNE 2010

HRIMAGING PARTNERS
4105 Progress Drive
Ottawa, Illinois 61350
Tech Support: (800)433-1869 ext. 234
Email: cs@hrimaging.com



Table of Contents

Section I) GETTING STARTED

Section II) STUDENT AND STAFF RECORDS

- A) Searching for record
- B) Editing record
- C) Moving an image
- D) Adding a new record
- E) Deleting a record
- F) Tagging records
- G) Filtering records

Section III) Printing

- A) ID Cards
- B) Awards/Certificates
- C) Other

Section IV) EXPORTING DATA & IMAGES

Section V) IMPORTING DATA & IMAGES

Section VI) ADDITIONAL FEATURES

- A) Seating Chart
- B) Data Backup

Section VII) Pic2Use CONFIGURATION

STEP-BY-STEP VIDEOS CAN BE FOUND ONLINE AT www.hrimaging.com/pic2use

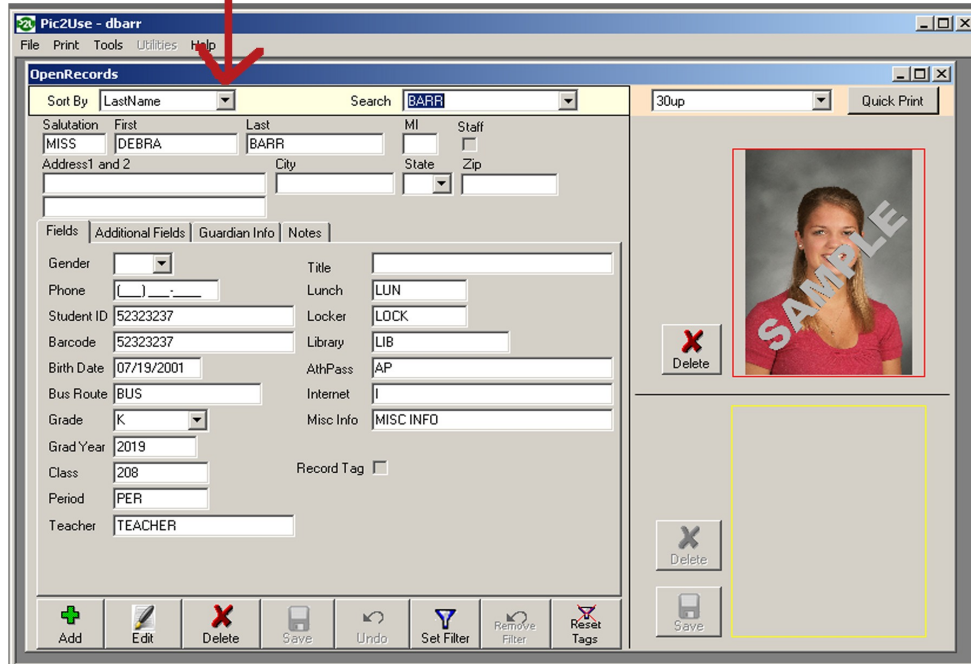
I. GETTING STARTED

- Pic2Use is a program designed to assist schools in organizing student and staff data. The program is designed for schools to export images and data for use with their Administration software or for printing ID cards, awards/certificates, seating charts, etc.
- In order to use Pic2Use, you must have an installation disc from HRImaging.

II. STUDENT AND STAFF RECORDS

- From the main screen, click File → Open Records.

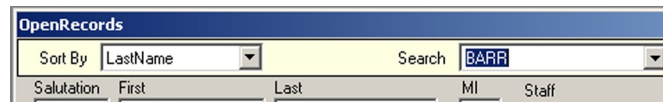
Figure #1



- Records will be sorted alphabetically. The sort method can be changed by clicking on the drop-down arrow next to “Sort by” on the upper left of the record (see figure #1 above).

A) SEARCHING FOR A RECORD

- To search for a record, make sure your desired sort by is chosen, then type in what you are searching for in the search box. (For example, with Sort By as LastName, type Barr into Search field. You will then be directed to the first Smith in the records.) You may also choose to scroll through names using the drop down arrow to the right of the search box.



- Another way to search for a record is by hitting the F6 key when you are in Open Records. This brings up a separate search window. Using this search window, you can scroll to find the desired record, then double-click to open the record.

RecordId	SubjectId	Salutation	LastName	FirstName	MI	Add
67	10007653	MISS	BARR	DEBRA		
46	10007632		BREWER	ALLEN		
137	10007723	DR.	BROOKS	FARRELL		
269	10007855		BROOM	ISAAC		
891	10008477		BUGELHOLL	THERESA		
519	10008105		CHAMBERLAIN	ANDREW		
17	10007603		CHRISTIAN	GALVAN AYALA		
284	10007870	MRS.	DAMMANN	LISA		
1524		MRS.	GASS	AMANDA		
508	10008094		HAHN	MARY		

- Sort method can be changed on this screen by double-clicking on any column heading.

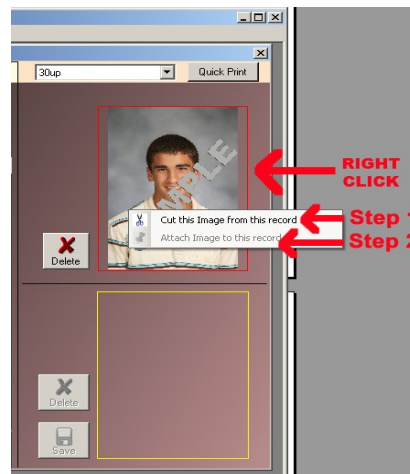
B) EDITING A RECORD

- To edit a record, click the EDIT icon on the lower left of the record screen. Proceed with making changes to the record. When finished, click the SAVE icon.



C) MOVING AN IMAGE

- This program has the capability of cutting an image from one record and reattaching to another. This is helpful in cases when the wrong image is attached to a record.
 1. To cut, right click on the image (see below), click on Cut this Image from this record (Step 1).
 2. Scroll to the record the image should be attached to.
 3. Right click in the box the image will be shown, click on Attach Image to this record (Step 2).



NOTE If the desired record for the image already has an image attached to it, you cannot Attach Image to the record. You must first move that image to

another location.

D) ADDING A NEW RECORD

1. To add a new record, click the ADD icon on the lower left of the record screen.

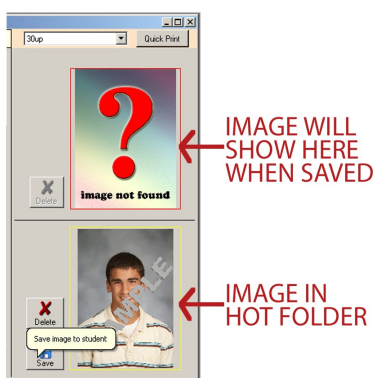


2. Enter all needed data in file. If new record is for a staff member, be sure to click the box marked staff to the right of the MI field.

3. To add an image to the new record, copy the image into the C drive, HOT folder. The image should appear in the bottom image box in the program.

4. Click SAVE icon to add it to the record.

**** NOTE:** The image must be a vertical image to drop correctly into the program.



E) DELETING A RECORD

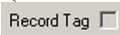
To delete a record, click on the delete record at the bottom of the record screen.



F) TAGGING RECORDS

To identify a small group of records for printing, the tag a record option can be utilized.

- To tag a record, click on the box next to Record Tag. This can only be done when the record is in editing mode (see Section II, B on page 4).



- To untag a record, click on the box next to Record Tag to uncheck. This, also, can only be done when record is in editing mode.
- To untag all records at once, click the Reset Tags icon on the record screen.



G) FILTERING RECORDS

- In order to only look at a particular group of records, click on the Set Filter icon on the bottom of the record screen. A filter records screen will appear.

1. Choose which field you want to start the search with.

2. Choose how you would like to filter that field. Options are equal to, greater than, lesser than, greater than/equal to, lesser than/equal to, or greater/lesser than.
3. Enter the value of your filter. This can be any value you choose. Hit Enter when you are finished to take you to next line of entry. Upon completion of setting your filter, select the Set Filter button. Only the records that meet your filter criteria will be shown.

	Field Name	Operator	Value	And/Or
<input checked="" type="checkbox"/>	1 LastName	>=	M	<input checked="" type="radio"/> And <input type="radio"/> Or
<input checked="" type="checkbox"/>	2			<input checked="" type="radio"/> And <input type="radio"/> Or
<input checked="" type="checkbox"/>	3			<input checked="" type="radio"/> And <input type="radio"/> Or
<input checked="" type="checkbox"/>	4			<input checked="" type="radio"/> And <input type="radio"/> Or

With & Without Images
 Without Images
 With Images

- In order to filter for Grade 12, Last Name G: enter Grade = 12 on first line, LastName >= G on second line, LastName <= GZ on third line.
- In order to filter for Grade 12, Last Name A-G: enter Grade = 12 on first line, LastName >= A on second line, LastName <= GZ on third line. If you do not have the GZ, filter will stop at end of last names beginning with F.
- True/False statements can also be used. For example, to exclude staff, choose Staff under the Field Name, choose = under Operator, & type False under Value. If you only want to show staff, type True under Value.

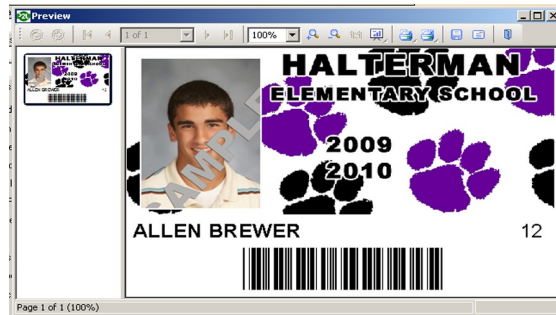


4. To remove the filter, simply click the remove filter box on the bottom of the record screen. You will be returned to all the records in your organization.

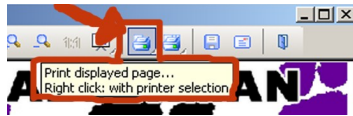
III. PRINTING

A) ID CARDS

- To print a single ID card, choose the record you want to print (refer to Section II, A to search for a record). With Open Records window still open, choose Print → ID cards → Current.

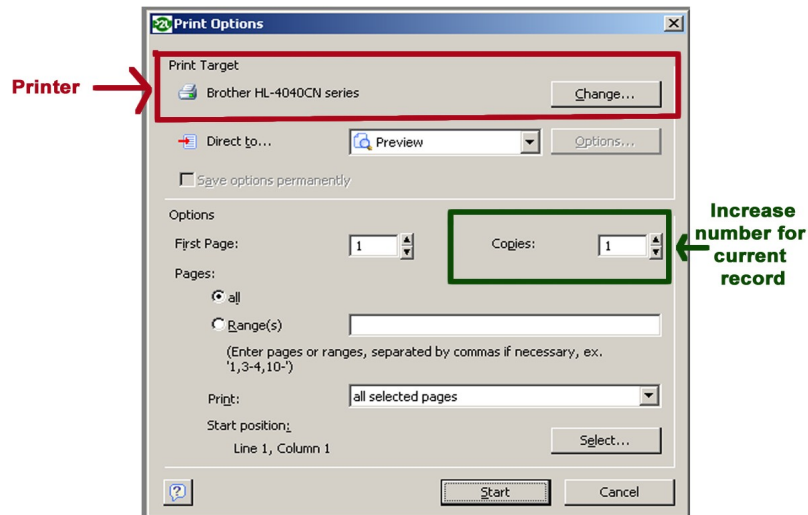


The above screen will appear. This shows you a preview of the ID card. Double-check to be sure the information appears correct. To print, click on the left Printer icon.



- There are a few options for printing multiple cards at one time:
 - 1) Print Tagged records (Records must be tagged to print, refer to Section II, D for tagging records)
 - a) With OpenRecords window still open, go to Main Menu, Click Print → ID cards → Tagged → (choose) Staff or Students.
 - b) The preview screen will appear. To print all, click the right Printer icon.
 - 2) Print Records with Images
 - a) With OpenRecords window still open, go to Main Menu, Click Print → ID cards → With Images → (choose) Staff or Students.
 - b) The preview screen will appear. To print all, click the right Printer icon.
 - 3) Print All (includes records without images)
 - a) With OpenRecords window still open, go to Main Menu, Click Print → ID cards → All → (choose) Staff or Students.
 - b) The preview screen will appear. To print all, click the right Printer icon.
- Quick Print
 - To set-up a quick print template, refer to Section VII, F.
 - To quick print
 1. Choose the desired card from the Quick Print drop down menu above the record's image.
 2. Click the Quick Print button. A print options screen will appear.

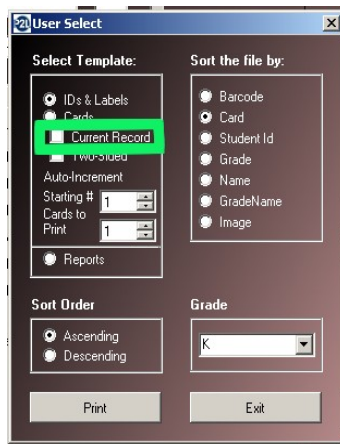
- Review the screen to ensure the correct printer will be used, correct number is printing. (Can increase number of records print by changing copies- see green outline on image)



- Clicking Start button will bring up a preview page, click on a Printer icon to print (left for current page; right for all pages).

B) AWARDS/CERTIFICATES

- HRImaging provides different printable awards and certificates to assist in your school rewards programs. There are two ways to access these items:
 - User Select
 - With OpenRecords window open, go to Main Menu, click Print → User Select.
 - To print multiple records, unselect the Current Record box. To print only current record, leave Current Record box checked (see image below).



- For multiple, choose which grade you would like to print.
- Click Print icon for the option of choosing which award/certificate you want to print. Double-click selection.
- Print Option menu will open. Double-check information, then click Start.

f. Print preview will appear. To print displayed picture only, click left Printer icon. To print all, click right Printer icon.

2. Quick Print

a. Select desired template under the drop down arrow next to the Quick Print button.

b. Click the Quick Print button. (To set up a quick print file, refer to section VI, G.)

C) OTHER

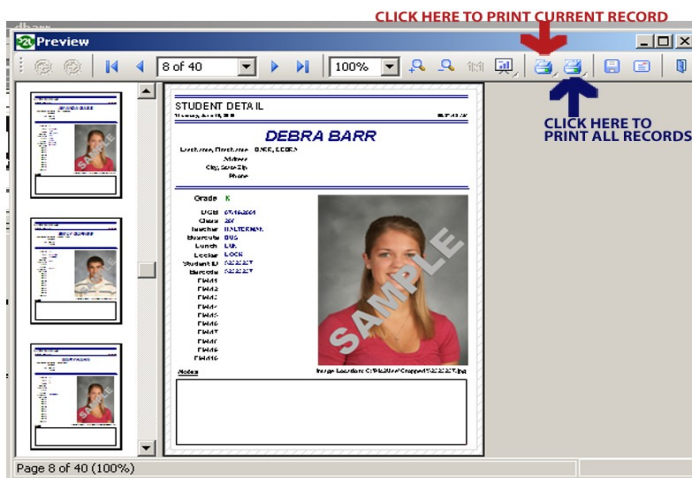
• Student Detail- displays all data listed on a student's/staff's record

1. Click Print → Student Detail → (choose) All or Current.

2. Print information screen will appear. After reviewing that screen, click Start. Preview page will appear.

• To print displayed record, click left Printer icon.

• To print all records, click right Printer icon.



• Composites- An alphabetical listing of students without or with images that fall within the current filter parameters or, if no filter is set, all records.

1. Click Print → Composites.

2. Print information screen will appear. After reviewing that screen, click Start. Preview page will appear.

• To print display page, click left Printer icon.

• To print all pages, click right Printer icon.

• Report- The report will be for anyone currently in the filter parameters or, if no filter is set, all records. Names are sorted alphabetically.

1. Click Print → Report

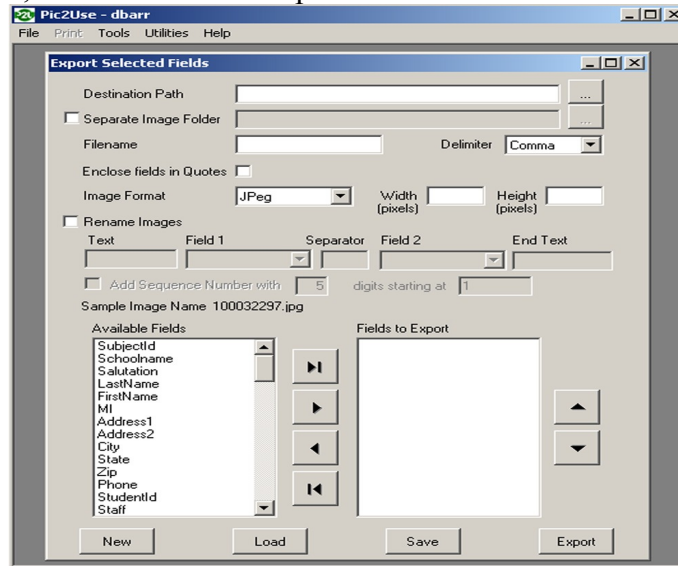
2. Print information screen will appear. After checking that screen, click Start. Preview page will appear.

• To print displayed page, click left Printer icon.

• To print all pages, click right Printer icon.

IV. EXPORTING DATA AND IMAGES

- Pic2Use has the ability to export Data and Images for use in your school's Administration software.
- On main screen, click Utilities → Export Student Data



A) For Preloaded Administration Software Specifications

1. If you are exporting for an Administration Program, the specifications for your program might be preloaded in the Pic2Use program.
2. To view the preloaded specifications, click on the Load button at the bottom of your screen.



3. **Double-click** on the file name of your specific program (if available). Information regarding that export will prefill on the screen. Double check to ensure it encompasses the specifications you need for your school's software.
4. Select the Export button at the bottom of the screen.



B) For other exports, complete information on screen pertaining to the required export.

1. Destination Path is where you would like your export to be saved.
2. If your datafile should be saved separately from the images, select the image folder option.
3. Choose a Filename and how the data should be exported (either comma or tab delimited).
4. Choose how the images should be formatted and the size of the images. Images are stored in the Pic2Use program by student ID number. If your export requires a different kind of image name, select Rename Images and fill out only the areas you need.
5. Sample Image Name displays how the export images will be named.
6. The Available Fields section is for your datafile. Choose which fields

should be included in the datafile by clicking on the field name in the Available Fields section, then the arrow pointing to the Fields to Export box. **** *SubjectID is not the same as StudentID. If your data file needs StudentID, you must add StudentID as a field needed for the Fields to Export.* ****

7. To Save this export for future use, click the Save button at the bottom of your screen. Name your export and click Save.
8. When ready to Export, click the Export button.

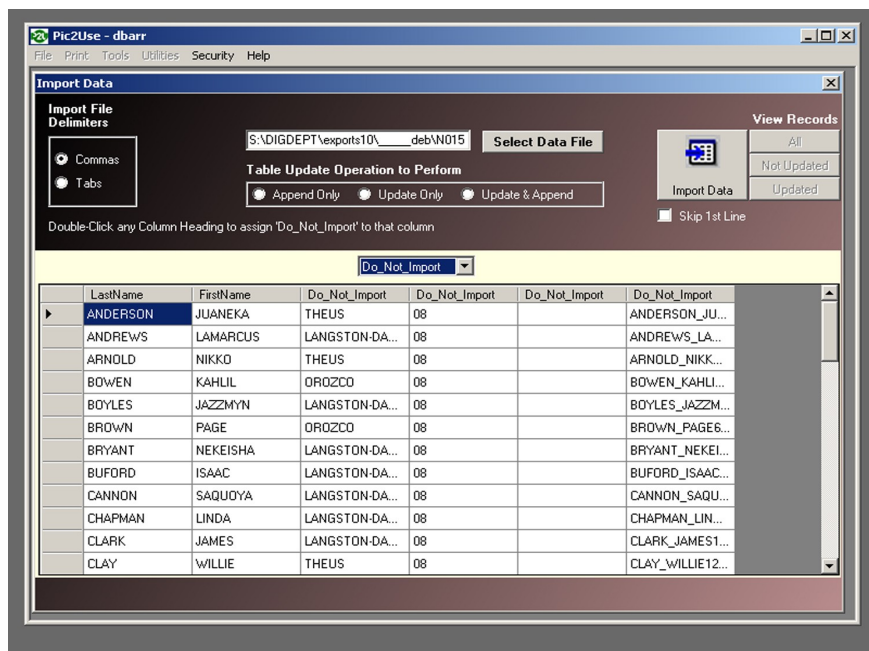
V. IMPORTING DATA & IMAGES

A) Import from Lab

See instructions shipped with CD

B) Import Text File

1. From the main Pic2Use screen, click Utilities → Import Text File



2. Click Select Data File, then browse to where your data file is currently located.
3. Underneath data location box, choose whether you want to:
 - Append Only- only adds records of students/staff not currently in Pic2Use
 - Update Only- only updates records existing in Pic2Use
 - Update & Append- updates existing records and adds records of any new staff/students

- In the drop down menu, click on the arrow and choose the name of your categories. For instance, in the below picture, for the first column, choose Last Name in the drop down box, then double click on the gray area titled Do_Not_Import (as seen below circled in red) above the last names. Repeat for the next column but choose grade.

	Do_Not_Import	Do_Not_Import
LAST NAME	Do_Not_Import	Do_Not_Import
	THEUS	08
	LANGSTON-DA...	08
	THEUS	08

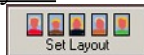
- When all column headings are set, click on the Import Data icon.



VI. ADDITIONAL FEATURES

A. SEATING CHART

- To access the seating chart, from the main menu, click on Tools --> Seating Chart.
- Fill in desired number of rows and columns.
- Click Set Layout icon.



- To focus on one class of students at a time, set filter for that class using the Set Filter icon on this screen (see Section II, G for explanation of how to use).
- To place student on chart: when desired record is showing, click on the location you would like to place the student.



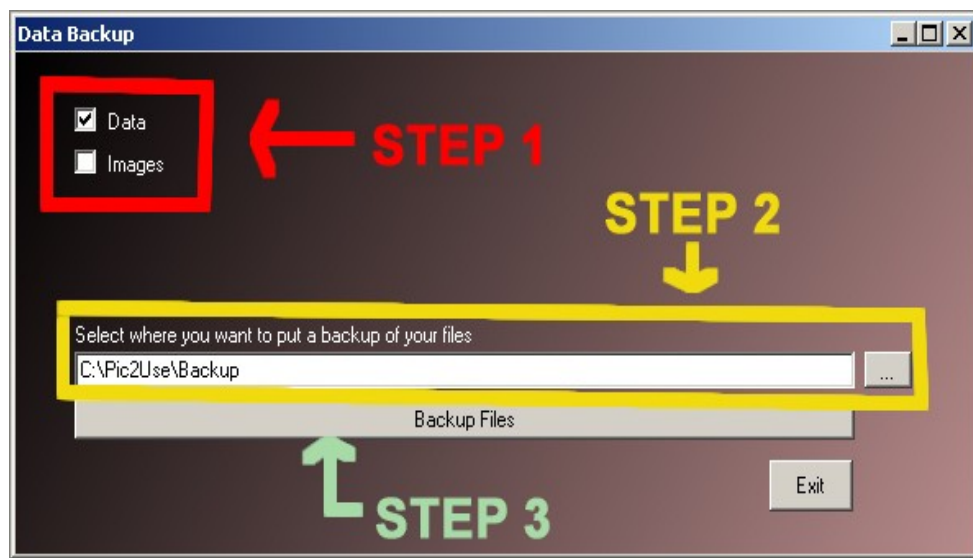
- To start over, click Reset Layout icon.



- When seating chart is completed, you have the option to Save and/or Print the chart by clicking one of the icons on the right.
 - Previously saved charts can be reopened by click the Open icon.
 - To start a different seating chart, click Set Layout icon.

B. DATA BACKUP

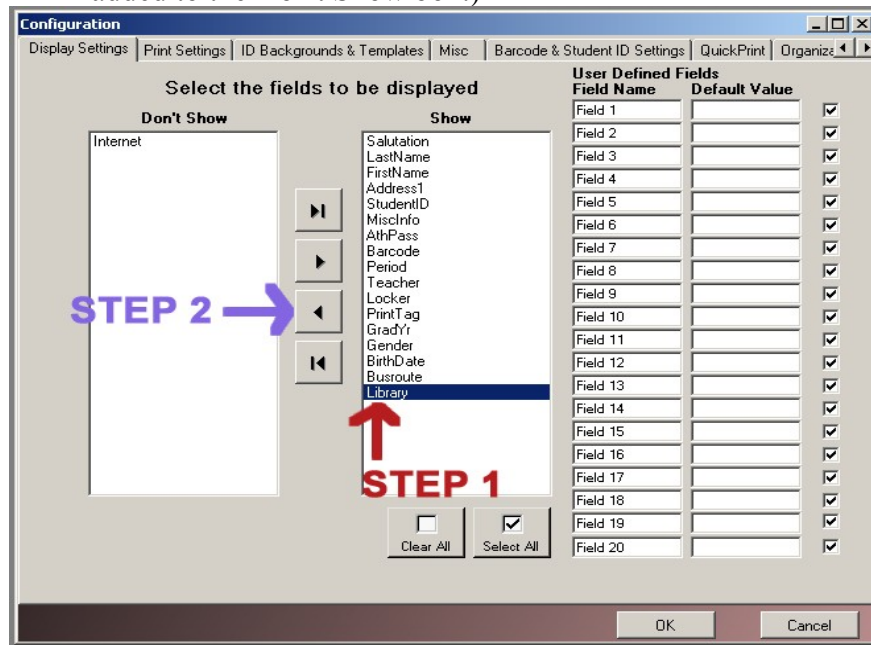
- Data backup is used when the datafile corrupts. The program will ask you to backup the data about every 8 days. You may choose not to backup but risk losing all changes made to your data if you do not.
 1. To backup, click Utilities → Data Backup from the Main Menu. You may choose to just backup the Data or the Images. It is recommended to back up both at the same time. Select both boxes.
 2. The program will automatically direct the backup into the Pic2Use Backup folder, if you choose to save to a different location, click the “...” icon.
 3. Click the Backup Files button. If you have previously done a backup, you will be asked to override previous file & images. Choose yes for both. This will take a few minutes to save. A new box will appear with a Backup Complete message.



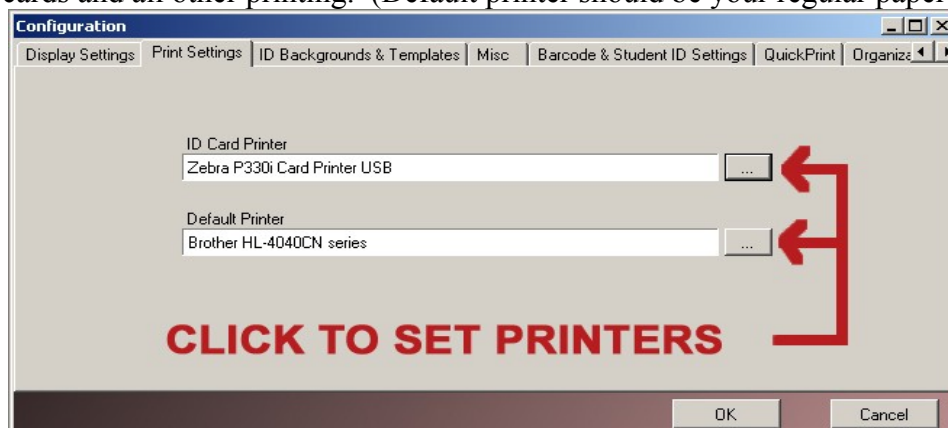
4. Click Exit when finished.

VII. Pic2Use CONFIGURATION

- Pic2Use Configuration sets up the different program features such as linking the staff ID template to the staff records.
- From Main Menu, Click File → Configuration
- A) **Display Settings Tab** allows you to choose which fields you want displayed in the students' & staff records. At install, all fields will be displayed.
 1. To only show particular fields, select field you no longer wish to be displayed. (In the example below, Library is highlight to be removed from the Show box.)
 2. Click the arrow pointing to the left to remove from the show box and place in the Don't Show box. (In the example below, Internet has already been added to the Don't Show box.)



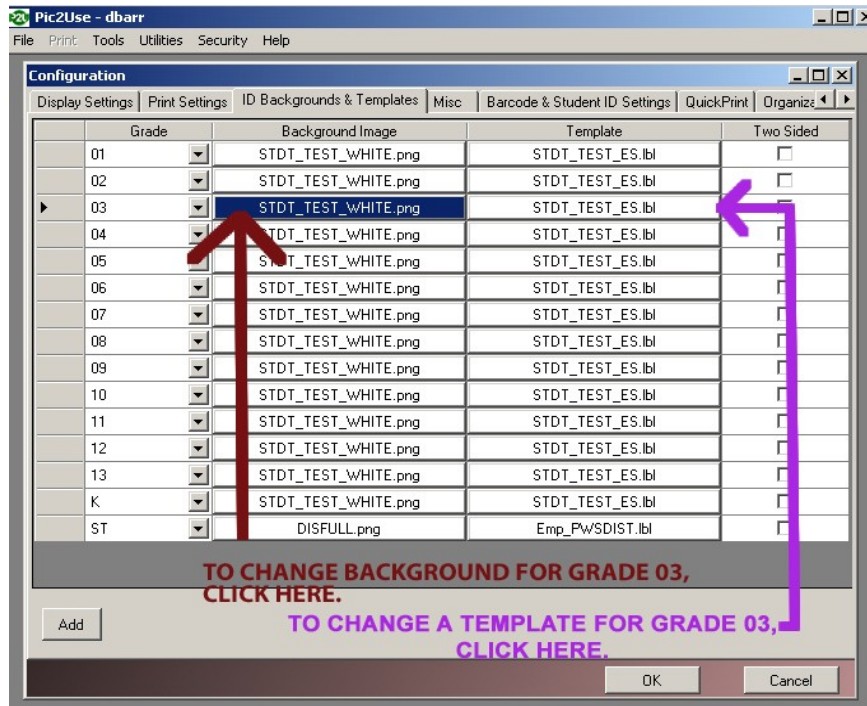
- B) **Print Settings Tab** allows you to choose which printer you will be using for ID cards and all other printing. (Default printer should be your regular paper printer.)



- Click "...” button to set printers.

C) **ID Backgrounds & Templates Tab** tells the program which ID background and template is used for each grade. This should be set up for you by HRImaging staff.

1. To change a Background Image, click on the background image box on the grade line you wish to change. The graphics folder contents will appear. Choose a new background by clicking on desired background.
2. To change a Template, click on the template box on the grade line you wish to change. The templates folder will appear. Choose a new template by clicking on desired template (see below).



D) **Misc Tab** allows you to set the program to automatically rotate images as well as provide options for Auto tag new images and/or print new images.

- E) **Barcode & Student ID settings Tab** allows you to preset a barcode calculation for any new records you add (To add a record, see Section II, D).
1. *Auto Fill Barcode with StudentID*- checking this box will copy the Student ID number into the Barcode field.
 2. *Pad StudentID field for Barcode* and *Pad Character (only 1)*- checking Pad StudentID box and entering number in Pad Character box, will pad StudentID with in the barcode field. For example, StudentID # is 1234, but barcode should be 6 digits long with 0 as prefix. When 1234 is entered into the Student ID# field, program will enter 001234 into barcode field.
*** If this box is checked, you must enter a number into the Total Barcode length including Padding, Prefix, and Check digit box.
 3. *Use Barcode Prefix* and *Barcode Prefix*- checking Use box and entering characters in Barcode Prefix box will add a prefix to the Student ID# as program completes the Barcode field.
 4. *Total Barcode length including Padding, Prefix, and Check Digit*- enter the total number of characters for barcode length into this box.
 5. *Use Barcode Calculation* and *Barcode Calculation* – if a calculated number is used for the last character of the barcode, choosing these boxes will calculate the number for you. Options are either Ameritech Library Services or Odds & Evens Subtract Remainder. Choose one of these methods from the drop-down arrow of the Barcode Calculation box.

Configuration

Display Settings | Print Settings | ID Backgrounds & Templates | Misc | Barcode & Student ID Settings | QuickPrint | Organize

Barcode Structure & Design

1 - Auto fill Barcode with StudentID...

Pad StudentID field for Barcode... 2

Pad Character (only 1)..... 0

Use Barcode Prefix..... 3

Barcode Prefix..... 25478

Total Barcode length including Padding, Prefix, and Checkdigit... 11

Use Barcode Calculation..... 5

Barcode Calculation..... Ameritech Library Services

6 StudentID Barcode Testing

StudentIDs from Table..... [Dropdown] StudentID 20578

Enter your own StudentID..... 20578 Barcode 25478205789

StudentID Setup

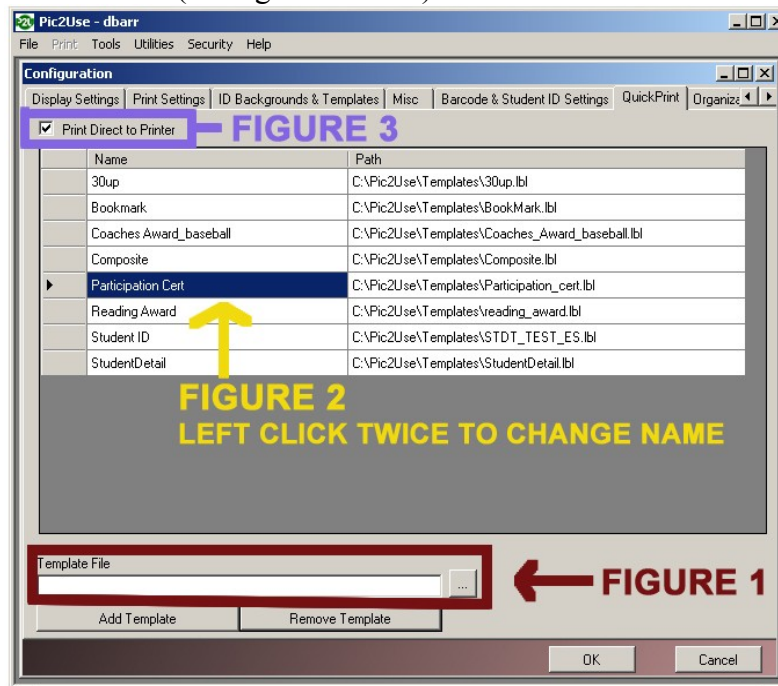
Select Starting Number for Auto-assigned Student IDs..... [Dropdown]

000001

OK Cancel

6. *StudentID Barcode Testing*- allows for testing to ensure screen is completed the way you require it. Either choose a StudentID from Table (database) or enter your own StudentID number then hit Enter. Check the Barcode number that shows in the Barcode box.

- F) **Quick Print Tab** allows the set up of any template you would like to be able to print quickly.
1. To set up a quick print template- select the “...” box (figure 1 as seen below) next to the Template File field.
 2. Choose template to use by double clicking on template name. (For ID cards, the student card will start with STDT and staff with EMP.)
 3. Template will prefill in Template File box. Click **Add Template** button.
 4. Name of Quick Print template will prefill.
 5. In order to change the name, left click twice in the name box (see figure 2 below).
 6. Program is set to show a print screen and a preview screen prior to printing quick prints. To turn off, Click the Print Direct to Printer box at top of Quick Print screen (see figure 3 below).



G) **Organization Tab** shows name of the school or organization.

H) **Folders Tab** shows important data sources. *Please do not change these settings.*