

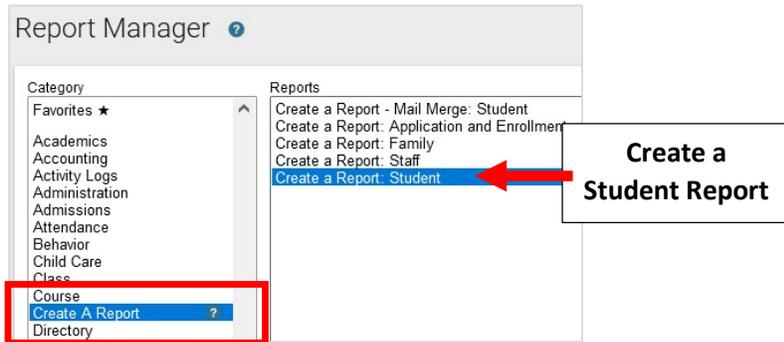
Student Picture File for Photographer and Uploading Pictures

Step 1: Run Student ID Report

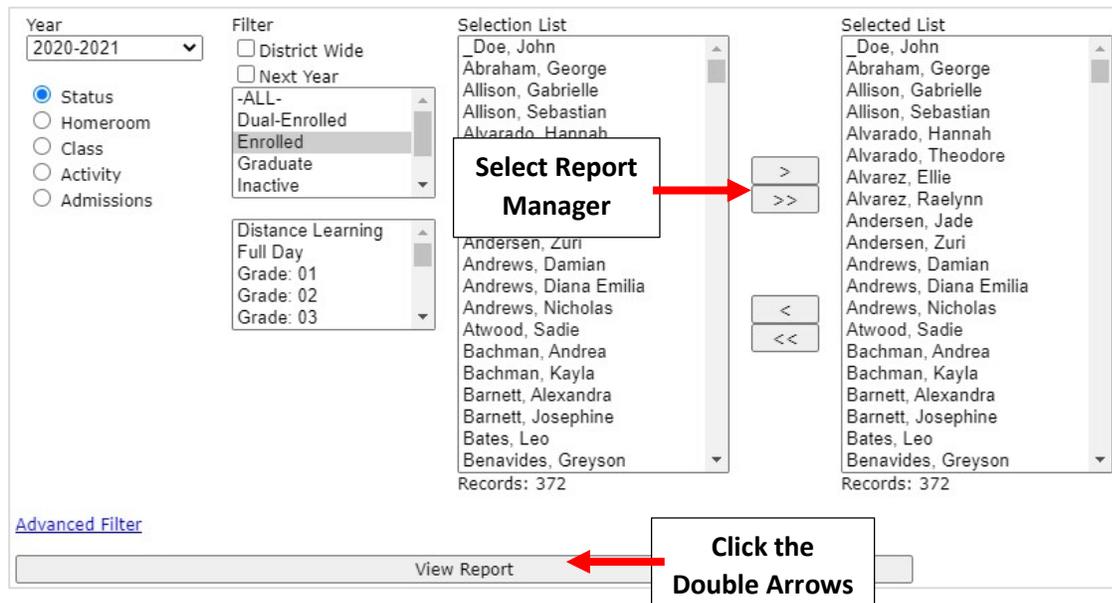
Once logged into FACTS please select **Report Manager** from the Left Side |



Select **Create A Report > Create a Student Report**



Click the Double Arrows to move all Students to **"Selected List"** and Click **View Report**



Select Display Results



Select "Export to Excel" to provide copy for your photography company



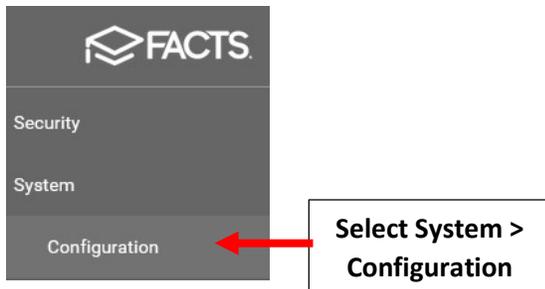
Step 2 Send Student ID Report to School Photographer

**Please Request from your School's Photographer*

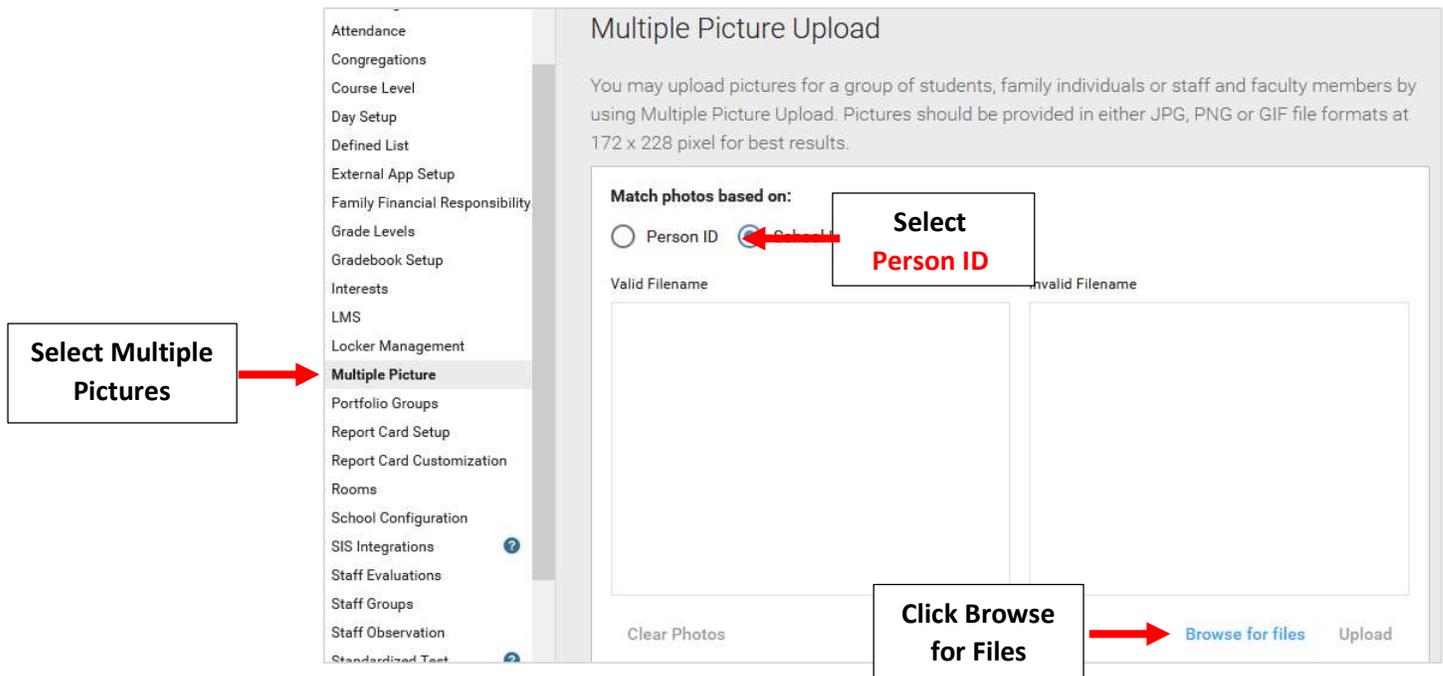
- Title Picture Only with the Student's Person ID i.e., Student ID
- Title Staff Pictures with Person ID
- Use JPEG or Gif File Format and Pictures should be 172 x 228 Pixels

Step 3 Multiple Picture Upload

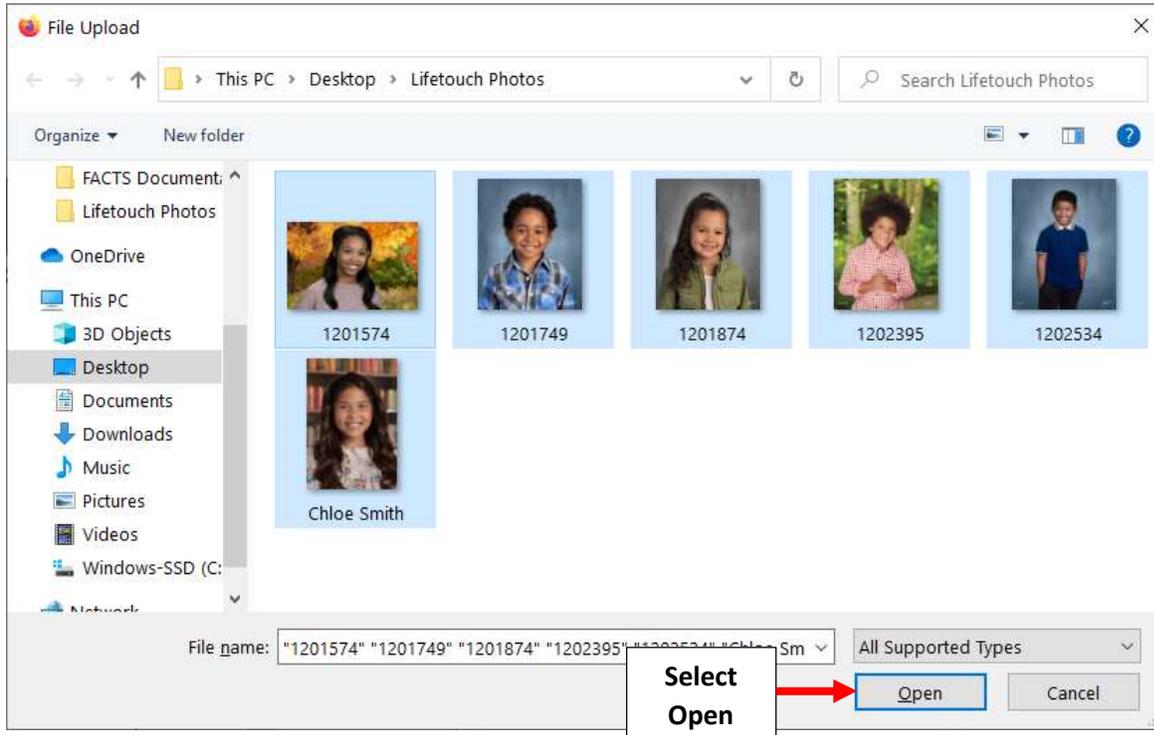
Select **System** from the Left Side Menu, then click **Configuration**



Select **Multiple Picture**. The "Multiple Picture Upload" screen displays. Select **Person ID** i.e., **Student ID** (Format requested from School's Photographer). Click **Browse for Files**



Locate the files to upload, use **“CTRL key + letter A”** to select All Files then select **Open**



Pictures accepted for Upload appear in the **Valid Filename** Column. Pictures named incorrectly appear in the **Invalid Filename** Column.

Multiple Picture Upload

You may upload pictures for a group of students, family individuals or staff and faculty members by using Multiple Picture Upload. Pictures should be provided in either JPG, PNG or GIF file formats at 172 x 228 pixel for best results.

Match photos based on:

Person ID School UDID

Valid Filename

Kane Henry 1201749.jpg	×
Sexton Leah 1201874.jpg	×
Smith John 1202395.jpg	×
Smith Tim 1202534.jpg	×
Valenzuela Addison 1201574.jpg	×

Invalid Filename

Chloe Smith.jpg

Wrong File Name Used.
Change File name to Student's Person ID and upload again

Select Clear Photos to remove Photos and Start Again

Clear Photos

Browse for files Upload

Once Pictures are validated Select **Upload**

Valid Filename Column →

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Match photos based on:
 Person ID School UDID

Valid Filename	Invalid Filename
Kane Henry 1201749.jpg	
Logan Chloe 1201529.jpg	
Sexton Leah 1201874.jpg	
Smith John 1202395.jpg	
Smith Tim 1202534.jpg	
Valenzuela Addison 1201574.jpg	

[Clear Photos](#)

Select Upload → [Upload](#)

Confirmation received when Pictures are Successfully Uploaded

Pictures are Successfully Uploaded →

✓ Files uploaded. ✕

Multiple Picture Upload

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