

Importing Photographs into SIMS

Before importing a batch of pupil/student photographs, it is essential that a licence file is obtained. If you are using an accredited school photographer, it is possible that they will supply the licence. If not, it can be obtained by contacting the SIMS Sales desk (01234 832100).

The licence file should be stored in a folder where it can be located easily, e.g. the \SIMS folder.

A list of accredited school photographers is available at: <http://www.capita-sims.co.uk>. Use the search facility on the web page to search for photographers.

Your chosen photographer will arrange a school visit to take the required photos. Pupil/students are usually issued with a bar code identifier, whereas initials are usually used to identify members of staff and agents.

Schools taking pupil/student photos themselves should use admission numbers to name the files, e.g. 000809.JPG.

Photograph Specifications

The more colours or tones used in the image, the more realistic the image appears, but bear in mind that this also increases the size of the image and the space required for storage on the hard disk.

The commonly used file format for a photo is JPEG (.JPG), as this is usually the format generated by digital cameras. However, other formats, e.g. .GIF, .BMP, etc. are also acceptable, although it should be noted that the .JPG format gives a better quality for a similar file size.

The default size of a photo is 140 pixels wide by 180 pixels high. This is the minimum size. Please note that images at higher resolutions will affect the loading speed and the size of the database. It is recommended that the imported photos are of a consistent size from year to year.

Saving Photographs

If using a SIMS Schools Photography Licensed Partner, the photos are usually supplied on a CD or DVD. Either import directly from the CD/DVD or save the photos in a folder on your PC and import from there.

To save the photos on your PC, create a folder named `Photographs`, then set up two sub-folders called `Staff` and `Pupils`. Run the CD/DVD and save the images to the relevant folder(s).

Setting up these folders also serves as a backup in the event of loss or damage to the original CD/DVD and makes it easier to locate any unmatched photos that the system may identify after the import.

Batch Importing Pupil/Student Photographs

Applicable to School Administrators only

WARNING: Before the photos are supplied by your photographer, you must inform them of your intention to use the batch import facility in SIMS. This enables the photographer to provide the photos in a sort order that ensures the correct photo will be matched with the correct pupil/student.

Before starting the import, the licence file must be copied to a folder of your choice on your PC. Do not attempt to open the licence file using any other software package, because the file may become corrupted and a new licence must then be requested.

Two import methods are available: import **By Admission Numbers** (the most commonly used method) and import **By Registration Group**, which is particularly useful for pre-admission pupil/students who have been placed in groups but have not yet been issued with admission numbers. If admission numbers have not been used as the file names, import **By Registration Group** should be used. If in doubt, please check with your photographer.

Importing Photographs by Admission Number

1. Select **Routines | Pupil (or Student) | Batch Import Photographs | By Admission Numbers** to display the **Enter search criteria and folder browser**.

2. Select the required criteria on which to match the photos. Matching on **Class** (or **Reg group**) is recommended because it is easier to check that photos are correct before importing them.
3. Click the **Select Folder** button (adjacent to the **Import From** field) then navigate to the location of the stored photos.
4. Click the **OK** button to return to the **Enter search criteria and folder browser**, where the file name is displayed in the **Import From** field.
5. Click the **Search Files** button to retrieve the photos.

A list of all the photos in the specified folder and that also match the search criteria is displayed.

If any file has an invalid file format and therefore cannot be imported, the **Invalid Photo File Status** dialog is displayed, detailing the **File name** and a **Comment**, e.g. **Invalid file name**. This information can be saved or printed, if required. Click the **Close** button to continue with the import.

File	Name	Gender	DOB
000781.jpg	Carina David	Female	01/09/2007
000782.jpg	Fabrizio Barone	Female	06/02/2008
000783.jpg	Abdullah Hossain	Male	14/01/2008
000784.jpg	Samuel Johnson	Female	15/09/2008
000785.jpg	Est. Ezzamel	Male	30/03/2008
000786.jpg	Christopher Taghly	Male	25/09/2008
000787.jpg	Faisal Zayed	Male	09/06/2008
000788.jpg	James E. Jones	Male	01/08/2008
000800.jpg	Robert Kule	Male	01/03/2008
000801.jpg	Frank Mito	Male	15/12/2007
000802.jpg	Shahid Baghelwani	Male	18/06/2008
000803.jpg	Joe Davidson	Male	23/04/2008
000804.jpg	John M. Jones	Male	23/02/2007
000811.jpg	Kate-Mary Stone	Female	12/06/2008
000812.jpg	Christina Alving	Female	22/06/2008
000813.jpg	Rosa Chacón	Female	16/07/2008
000814.jpg	Benjamin Bell	Male	03/12/2007
000815.jpg	Maria Fuchs	Male	06/11/2007
000816.jpg	Geoff Taylor	Female	14/12/2008
000817.jpg	Paul Davidson	Male	14/02/2008
000818.jpg	Paul Jones	Male	02/02/2008
000819.jpg	Patricia Munn	Female	21/01/2008
000820.jpg	Victoria Matthews	Female	21/09/2007
000821.jpg	Karl Mearns	Male	15/04/2007
000822.jpg	Justin McLeod	Male	03/05/2008
000823.jpg	Jack Mearns	Male	23/12/2007
000824.jpg	Gaynor Ford	Female	10/09/2007
000825.jpg	Paul Taylor	Male	06/08/2008
000826.jpg	Fernando Russo	Female	06/08/2008

File	Comment
Screen Abbey 05_112	Invalid file name
Screen Abbey_112	Invalid file name
Screen Abbey_112	Invalid file name
Photo: 21p	Invalid file name
Thumbs.db	Invalid file name

6. Click any of the file names listed to view a **Preview** of the photo. If a pupil/student already has a photo attached to their record (e.g. from a previous year), the **Existing** image is also displayed.
7. Ensure that each photo relates to the correct pupil/student.
8. Click the **Select License File** button (adjacent to the **License File** field) to display the **Select a Licence file** dialog.
9. Navigate to the location of the licence file. Highlight the file then click the **Open** button to return to the **Batch Photo Import** page, where the **License File** field is populated.
10. Click the **Import** button to attach the photos to the selected pupil/students. Existing photos that are currently attached to a pupil/student record are replaced.
11. The **Photo Import Status** dialog is displayed automatically, if **no** criteria is selected at step 2. For more information, please see *Storing Unattached Photographs* overleaf.

Importing Photographs by Registration Group

1. Select **Routines | Pupil (or Student) | Batch Import Photographs | By Registration Group** to display the **Attach Photographs for the students in registration groups** browser.

2. Click the **Select Files** button (in the **Photographs** panel) then navigate to the location of the stored photos.
3. Highlight the required file(s) then click the **Open** button to return to the **Photographs** panel, where the selected file(s) are displayed. Highlighting an individual file displays the associated photo in the adjacent panel.

4. Select the required search criteria (in the **Students** panel) to locate the pupil/students to whom you wish to attach the photos.
5. Click the **Search** button to display a list of pupil/students who match the specified criteria.
6. Select or deselect the check boxes (in both the **Photographs** and **Students** panels), ensuring that only the files and names that you wish to match are selected.

IMPORTANT NOTES: The number of selected check boxes in the **Photographs** and **Students** panels must be the same. The **Attach All** button becomes active only if the number of files and names listed in the two panels is the same.

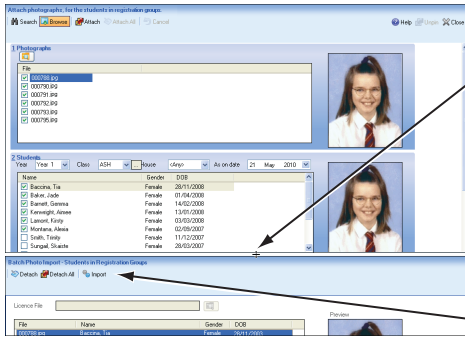
continued overleaf...


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7. Click the **Attach** or **Attach All** button to associate temporarily the selected photos with the selected pupil/student.

NOTE: The association between the photo and the pupil/student is based on the order in which the selected photos and pupil/students are listed. Since the order cannot be changed, a mismatch may occur. If a mismatch is found, it can be detached later in the process.

8. Drag the bottom panel into view.



When the cursor is positioned over the double-line, it changes to a  symbol, enabling the bottom panel to be dragged upwards into view.

The **Detach**, **Detach All** and **Import** buttons are activated after the **Attach** or **Attach All** button is clicked.

9. Click the **Select Licence File** button to display the **Select a Licence file** dialog. Navigate to and then highlight the licence file, then click the **Open** button to return to the **Batch Photo Import** area.
10. It is essential that each record is checked to ensure that the **Preview** and **Existing** photos are associated with the correct pupil/student. If a mismatch is found, highlight the record and then click the **Detach** button. Individual photos can be attached using a similar process, after the batch import is complete.
11. Click the **Import** button to attach the photos to the pupil/student records.

Storing Unattached Photographs

After the import process is complete, the **Photo Import Status** dialog is displayed automatically (if no criteria is selected when importing photos by Admission Number).

The listed photos should be stored in a separate folder until they can be matched with the correct pupil/student.

Careful consideration should be given when specifying the location of any folder into which you save sensitive data. Be mindful of your school's responsibilities with respect to information security.

The information in the dialog can be saved or printed, if required.

1. Click the **Select File** button (located at the bottom of the dialog) then navigate to a suitable folder or create a new folder, if required.



Select File button

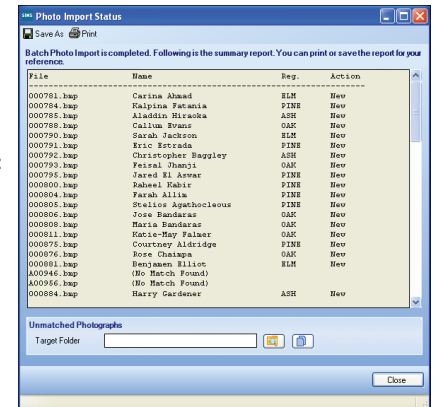
2. Click **OK** to return to the **Photo Import Status** dialog, where the **Target Folder** is displayed.

3. Click the **Copy to Target Folder** button to save the unmatched photos to the specified location.



Copy to Target Folder button

4. Once the images have been copied to the specified folder, click the **Close** button.



Attaching Individual Photographs to Records

Attaching Photographs to Pupil/Students

For various reasons, it may not be possible to associate some images with pupil/students at the time of the batch import. These unmatched images can be saved to a folder (as described in the *Storing Unattached Photographs* section) and attached to individual records at a later date.

- Select **Focus | Pupil (or Student) | Pupil (or Student) Details** to display the **Find Student** browser.
- Search for and then select the required pupil/student to display the **Pupil (or Student) Details** page.
- In the **Basic Details** panel, click the **Select File** button (adjacent to the **Photograph** panel) to display the **Select photograph** dialog.
 - Select File button
- Navigate to the location of the stored photo. Highlight the required file then click the **Open** button to return to the **Basic Details** panel, where the image is displayed.
 - Basic Details panel showing fields for Legal Forename, Middle Name(s), Legal Surname, Preferred Surname, Preferred Forename, Date of birth, Age, Gender, and Birth Certificate Seen. A **Photograph** panel is visible on the right, showing a photo of a young boy.
- Click the **Save** button to attach the photo to the selected pupil/student's record.

Attaching Photographs to Staff and Agents

Staff and agent photographs can be attached individually in the same way as pupil/student photographs.

To ensure that photos are attached to the correct individuals, all photos stored in the same folder must have a unique file name.

- Select **Focus | Person | Staff (or Agents)** to display the **Find Staff (or Agent)** browser.
- Search for then select the required member of staff or agent to display the **Employee (or Agent) Details** page.
- In the **Basic Details** panel, click the **Select File** button (adjacent to the **Photograph** panel) to display the **Select photograph** dialog.
- Navigate to the location of the stored photos.
- Highlight the image you want to attach then click the **Open** button to return to the **Basic Details** panel, where the image is displayed.
 - Basic Details panel showing fields for Title, Legal Forename, Middle Name(s), Legal Surname, Preferred Forename, Preferred Surname, Gender, Eligible for Staff, and Previous Name. A **Photograph** panel is visible on the right, showing a photo of a woman.
- Click the **Save** button to attach the photo to the selected staff/agent record.

Accessing Photographs from the Register

Select **Focus | Attendance (or Lesson Monitor) | Take Register** then select the required register. Pupil/student photos can be viewed provided they have been imported and stored in the SIMS database.

To display a class photo, click the **Class Photo** button (located at the top of the register). The composite display is made up of individual photos of all pupil/students in the selected class/registration group. The pupil/student's name is displayed below their photo. A paper copy of the class photo can be produced by clicking the **Print** button, if required.

Individual photos can be viewed by highlighting the required pupil/student's name on the register then clicking **Photo** in the **Links** panel.

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