Importing Photos into SIMS .net

Introduction

Before importing a batch of pupil/student or staff photographs, it is essential that you have obtained a licence file. This is normally supplied by the school's photographer if they are already licensed with Capita Children's Services (CCS). If you have taken the photographs in school, a licence file can be obtained directly from CCS. For more information on the requirements for batch processing and purchasing a licence key, please visit: http://home.capitaes.co.uk/SIMS/Partners/Photographers.asp

The licence key should be stored in a folder on your PC, preferably somewhere in the SIMS folder so that it can be easily located when the photograph import routine is run.

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

Pupil/students are issued with an individual bar code identifier, i.e. their admission number, by the photographer, which will link the pupil/student with their photograph. Schools taking photographs themselves should name the files using the pupil/students' admission numbers, e.g. 000809.

Photograph Specifications

A number of factors influence the effectiveness with which photographs can be displayed on a computer screen. The most important of these is the number of colours or grey tones used in the image. The more colours or tones used in the image, the more realistic the image will appear. However, this also increases the size of the image and the space required for storage on the hard disk.

Another factor for consideration is the size of the image itself. Computer graphics are usually expressed in pixels rather than inches or centimetres. The Photograph Importer facility in SIMS .net requires that the images should be displayed with 256 colours and be 480 pixels wide by 640 pixels high for optimum resolution.

Saving Photographs

Photographs will usually be supplied by your photographer on a CD or DVD. These photographs can either be imported directly from the CD/DVD, or saved in a folder on your PC and imported from there. The latter method can be a useful way of creating a backup of the CD/DVD.

To save the photographs on your PC, create a folder on your PC entitled **Photographs** and set up two sub folders within this folder called **Staff** and **Pupil**. Setting up these folders will make it easier to save any unmatched photographs that the system may identify after the import has been run. It also serves as a backup in which to store the respective images in the event of loss or damage to the original CD/DVD.

Run the CD/DVD containing the photographs and save the images to the relevant folders created on your PC.

Importing Pupil/Student Photographs with Admission Numbers

NOTE: Only users with School Administrator permissions can perform the import.

This method describes how to import photographs with admission numbers and is the most common method used. Please check with your photographer, if you are in any doubt. If admission numbers have not been used, you will need to import the photographs by registration group. Please see *Chapter 11* of the *Managing Pupil/Students in SIMS .net* handbook for more information.

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

2. Select the required **Year** group, **Reg** group or school **House** on which to match the photographs.

   NOTE: It is recommended that the matching is based on registration groups so that it is easier to check that the photographs are the correct ones for the pupil/students before importing them.

3. Click the **Select File** button adjacent to the **Import File** field and navigate to the folder on your PC where you have stored the pupil/student photographs or to the CD/DVD drive if you are importing the photographs directly from the disk.

4. Once the correct path has been defined in the **Import From** field, click the **Search Files** button on the toolbar to retrieve the photographs.

   A list of all the photographs contained within the specified folder that match the search criteria will be displayed, e.g. all pupil/students in Year 6, Reg group 6A.

   The list shows the filenames associated with each individual photograph. The pupil/student's **Name**, **Gender** and **DOB** (Date of Birth) will also be displayed.

   If a pupil/student already has an image attached to their record (e.g. from a previous year's photographic session), the new and old photographs will be displayed in the **Preview** and **Existing** panels.

5. Click any of the file names listed to view the associated photograph in the **Preview** pane and ensure that they relate to the correct pupil/students.

6. Once you have checked the photographs, click the **Select File** button adjacent to the **Licence File** field and navigate to the folder where the licence file has been stored.

   NOTE: If you haven't already done so, copy the licence file into a folder on your PC, e.g. C:\SIMS. The licence file must only be accessed through SIMS .net, if it is opened using any other software package, the licence file will become corrupted and a new licence file will have to be issued.

7. After specifying the path to the stored licence file, click the **Import** button to attach the photos to the selected pupil/students.

   IMPORTANT NOTE: Any existing photographs and logos that are currently attached to a pupil/student record will be replaced.

This will produce a **Photo Import Status Report** detailing the file names of the photographs, the name of the pupil/student to whom each image has been attached and the action that occurred as a result of the import, e.g. import, replace, etc. The report can be saved by clicking the **Save As** button or printed for future reference by clicking the **Print** button.

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Storing Unmatched Photographs

After running the import, there may be some unmatched photographs that cannot be successfully matched to the relevant pupil/students. These are denoted by **No Match Found** in the **Photo Import Status Report** and can be stored in a folder on your PC so that the images can be matched to the relevant pupil/students at a later date.

1. Click the **Select File** button and navigate to a suitable Target Directory.
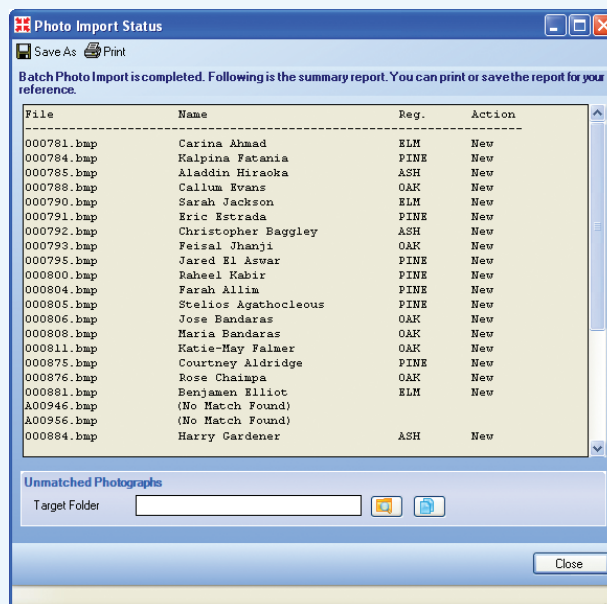
   Select File button

2. Click the **Copy to Target Folder** button to save the unmatched photographs to the location you have specified.

   NOTE: This action will overwrite any existing files with the same filenames.

   Copy to Target Folder button

3. Once the images have been copied to the folder of your choice, click the **Close** button to exit the report.

Photo Import Status

Save As   Print

Batch Photo Import is completed. Following is the summary report. You can print or save the report for your reference.

File	Name	Reg.	Action
000781.bmp	Carina Ahmad	ELM	New
000784.bmp	Kalpina Fatania	PINE	New
000785.bmp	Aladdin Hiraoka	ASH	New
000788.bmp	Callum Evans	OAK	New
000790.bmp	Sarah Jackson	ELM	New
000791.bmp	Eric Estrada	PINE	New
000792.bmp	Christopher Baggley	ASH	New
000793.bmp	Feisal Jhanji	OAK	New
000795.bmp	Jared El Aswar	PINE	New
000800.bmp	Raheel Kabir	PINE	New
000804.bmp	Farah Allim	PINE	New
000805.bmp	Stelios Agathocleous	PINE	New
000806.bmp	Jose Bandaras	OAK	New
000808.bmp	Maria Bandaras	OAK	New
000811.bmp	Katie-May Falmer	OAK	New
000875.bmp	Courtney Aldridge	PINE	New
000876.bmp	Rose Chaimpa	OAK	New
000881.bmp	Benjamen Elliot	ELM	New
A00946.bmp	(No Match Found)		
A00956.bmp	(No Match Found)		
000884.bmp	Harry Gardener	ASH	New

Unmatched Photographs

Target Folder

Close

Attaching Individual 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 images can be saved to a folder on your PC as described in the previous section, *Storing Unmatched Photographs*, and attached to specific pupil/students individually at a later date.

1. Select **Focus | Pupil/Students | Pupil/Student Details** to open the **Find Student** browser.

2. After searching for the required pupil/student, click the **Select File** button adjacent to the **Photograph** area and navigate to the location where the pupil/student images have been stored.

3. Highlight the image you want to attach to the selected pupil/student and click the **Open** button to display the image in the **Photographs** panel.

1 Basic Details

Legal Forename	John
Middle Name(s)	
Legal Surname	Smith
Preferred Surname	Smith
Preferred Forename	John
Date of birth	09/11/2000
Age	6 years, 7 months
Gender	Male
Birth Certificate Seen	☐

Photograph

History

Quick Note

4. If an existing photograph is incorrect or no longer required, click the **Delete** button.

   Delete button

5. Click the **Save** button on the toolbar to associate the photograph with the selected pupil/student or detach, as applicable.

Attaching Photographs to Staff Members and Agents

Staff and agent photographs can be attached individually in the same way as pupil/student photographs. Where admission numbers are used to identify pupil/student photographs, initials are usually used to identify the photographs for staff members and agents. The file names assigned to each photograph must be unique to ensure attachment to the correct individual.

1 Basic Details

Title	Mrs
Legal Forename	Anita
Middle Name(s)	
Legal Surname	Abell
Preferred Forename	Anita
Preferred Surname	Abell
Name Order	Forename
Gender	Female

Photograph

1. Select **Focus | Person | Staff** to open the **Find Staff** browser or select **Focus | Person | Agents** to open the **Find Agent** browser.

2. Search for and then select the required staff member or agent.

3. Click the **Select Files** button adjacent to the **Photograph** area and navigate to the location of the stored photograph.

4. Highlight the required file name and click the **Open** button to attach the photograph to the staff member or agent.

5. Click the **Save** button to attach the photograph to the staff member or agent.

Where to Get More Help

Need additional help? Online help is available by selecting **Help | Contents** from the SIMS .net Menu Bar. The associated handbooks are available by clicking the appropriate title in the **Documentation** shortcuts panel in SIMS .net. Additional information is available from SupportNet, http://support.capitaes.co.uk.

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