

imageconnections™

by Olan Mills and ACS Technologies

Olan Mills is an integrated solution partner with ACS Technologies. Together, our tools are designed to match your congregation's Olan Mills Portraits with individual and family records in your ACS People software.

- Now, your images can be directly imported into your ACS Technologies church management program.
- Images are matched accurately to each church member's ID Number.
- Enjoy faster integration and printing of membership records with both family and individual portraits.
- Designed with ACS Technologies in mind, our new solution will increase flexibility and functionality for your management team and offer more ways images can be used.



Together we can help you accomplish these goals:

- Focus on the needs of your congregation
- Eliminate manual processes that provide NO additional value
- Empower the congregation to perform certain functions via the Internet
- Engage the congregation with God's work

For more information, call **1-800-845-1157** or visit [www.olanmillschurch.com](http://www.olanmillschurch.com)

**ACS**Technologies

The Olan Mills Church Partnership. *olan mills*

# Getting Started- For use with ACS 9.1 or Later Sending Your Data to Olan Mills.

## Prior to Your Olan Mills Portrait Sessions

Before Olan Mills begins the first portrait session, it is important to set up your Olan Mills user account so your images will be accurately imported and matched in ACS software. Simply go to <http://churchdirectories.olanmills.com/>. In the bottom, left-hand corner of the page, click the link for church administration and staff. Select this link to take you to the login page. From here, you can log in or, if you are new to our site, create an account for your church.

## For Our Customers

### ALREADY A CUSTOMER?

- Church Members
- Church Administration and Staffs
- Download Materials
- Roster Upload

## To send your data to Olan Mills

1. In Windows, click **Start**, then **All Programs**, then **ACS Technologies**, then **ACS Tools**, and click **Olan Mills Import**.
2. Enter your ACS login information and click **OK**.
3. On the **Export Options** tab, under **Export Options**, select the options you want to include in your roster. You can choose to send all your data to Olan Mills, or only specific records by selecting either Member Status or Search Results. **Note:** You must send a complete roster to Olan Mills or your sitting will be incomplete.
4. Under Client Information, enter your **Olan Mills Contract Number** and your **Church Contact E-mail**.
5. In the **Filename** field, select a location on your computer to save the exported file. Put it in a place where you can easily find and access it for future reference.
6. Click **Export**.
7. After the export is complete and the filename shows the location of the newly created .xml file, click **Upload File** to send the records to Olan Mills.

**Note:** An Olan Mills Contract Number is typically assigned when you contact the company to set a date for a photographer to come to your organization. Each time you contact the company for a new project, you will be assigned a new contract number for the duration of that project. If you do not know your contract number, contact Olan Mills Customer Support.

For more information about the Olan Mills Import program, press F1 on your keyboard from any ACS window.

# Sending Your Data to Olan Mills.

## Once Your data is sent

You will receive a confirmation email within an hour. If you do not receive this email, please contact customer service at 1-800-845-1157. In the meantime, make sure that you select all appropriate statuses for every individual who will be attending the photography session. The default status selection on these reports only includes Members and Attendees. You may also want to choose New Check-in and New from Website statuses as well.

## Exception report

At the end of all photography session days, Olan Mills will generate an exception report. This report will contain the first and last names and phone number of any individuals who attended the photography session but who did not have a sitting registered in ACS software (i.e., people who are not regular attendees at your church). This exception report is helpful for matching images to individuals who may not have been previously added to your database. Instructions for including these images in your online directory are included in this guide.

**Note:** In some cases these images may be for people who attend other churches in your immediate area. In that case, the new households will not need to be added to the database.

**Now, you are ready for your photo sittings to begin.**

# Importing your church member photos into ACS.

Within a few weeks of the last day of photography, Olan Mills will send your church a DVD (or set of DVDs) that contains all of the individual photos appropriately named with the individual's ACS Technologies ID. These photos are typically stored in the folder titled Family and Individual on the DVD.

## To import data from the Olan Mills Portrait DVD into ACS

1. In Windows, click **Start**, then **All Programs**, then **ACS Technologies**, then **ACS Tools**, and click **Olan Mills Import**.
2. Enter your ACS login information and click **OK**.
3. On the Import Options tab, click **Lookup** and select the drive folder of the Olan Mills Photo CD.
4. Enter your Olan Mills ID number.
5. Select a **Matching Type**. If you want the software to match as many records as possible, use **Automatic**. Otherwise, you can match photos to records with the **Manual** option.
6. Click **Load Data**. This process could take several minutes. Once the import is complete, a dialog box displays. Click **OK**.

**Note:** If this is the first time you have attempted to upload images, the Image Uploader will install in your browser. If you are using Internet Explorer, a yellow band appears at the top of your screen; you must click this band to allow the installation. In FireFox, a dialog box appears asking whether or not you would like to install the Image Uploader. Click Run to install.

7. On the **Match Data** tab, manually match photos that did not automatically match with the existing ACS database. To filter records, click the column names.
8. Click **Import**. A dialog box displays once the import is complete. Click **OK**. The Olan Mills photos are now successfully imported into ACS People.



**Note:** Your Olan Mills ID Number is the same as your Contract Number. It is located on the Photo DVD, as shown in the image on the left.