

# imageconnections™ by Olan Mills & Fellowship One - Upload Instructions

Olan Mills is an integrated partner with Fellowship One, web-based church management software, to seamlessly match your database to your congregation's Olan Mills Portraits.

- Now your images easily upload to your Fellowship One database
- Images are automatically matched to each church member's record
- Faster integration and printing of membership records with both family and individual portraits
- Designed with Fellowship One in mind, our new solution will add more 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)



The Olan Mills Church Partnership. *olan mills*

# Getting Started

## 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 into Fellowship One. Simply go to <http://churchdirectories.olanmills.com/>. At the bottom left-hand corner of the page is a 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

## The Online Roster Report

Once your Olan Mills account is created, you will need to generate a roster report from your Fellowship One account. This report is necessary in order to upload your congregation's images into Fellowship One and must be completed prior to the first sitting. Note: Fellowship One users must have both the Administrator security access right and the Administrator report right to complete procedures in this document.

- 1) Go to [www.fellowshipone.com](http://www.fellowshipone.com)
- 2) Login with your username, password, and church code
- 3) Go to reports and run Fellowship One's report A2550E - Olan Mills Export of Households
- 4) Locate your Olan Mills Welcome email and select the link to take you to the <http://churchdirectories.olanmills.com/> site
- 5) Upload your file.

Note: 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 Additional Filters option allows you to select specific membership statuses and even select people by group. The default status selection on these reports only includes Members and Attendees. You may also want to select 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 who did not have a sitting registered on Fellowship One (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 on how to include these images in your online directory are included in this guide

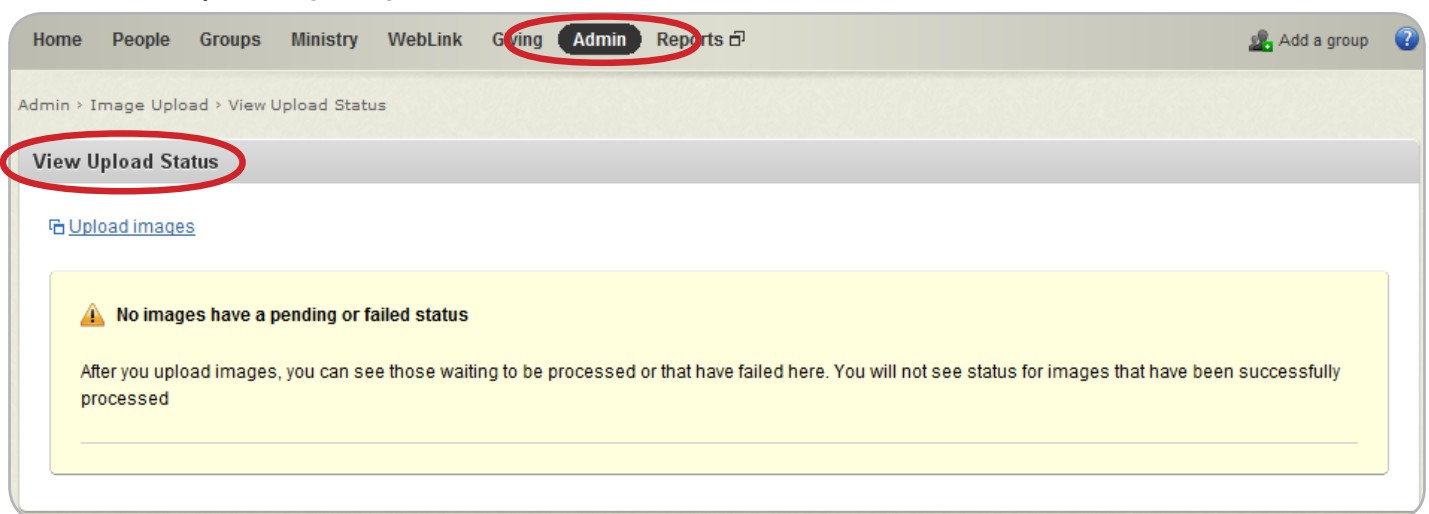
Note: In some cases these images may be for people who attend other churches in your immediate area. In that case, the new households will not need to be added to the database.

# Importing your church member photos to Fellowship One.

Within a few weeks after 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 Fellowship One ID. These photos are typically stored in the folder titled CMS on the DVD.

## Use Fellowship One to complete the following procedure:

- A. Click Admin > Image Upload > View Upload Status. The Image Upload Status queue appears. *Please note: This queue will display the status of image uploads for all users from your church that are uploading images.*



- B. Click Upload Images in the upper-left corner.

### Choose the type of images you are uploading

#### Individual Images

To bulk upload individual images, each image's file name must match the individual's unique database ID. This ID can be found in the results of report A2550E or A2551E in the Report Library.

#### Household Images

To bulk upload household images, each image's file name must match the household's unique database ID. This ID can be found in the results of report A2550E or A2551E in the Report Library.

- C. Click Individual Images. The Image Uploader appears.

**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.

## Upload Multiple Images for Individuals

Choose your images and upload

Add Files...

Add Folders...

Upload images

Name	Size	Type	Modified
------	------	------	----------

Drop files here

- D. Click **Add Files**. The Browse dialog box appears.
- E. Locate your DVD drive and expand the **CMS** folder to view all files..
- F. Select all image files and click **Open**. A Loading message appears.

**Note:** Depending upon the number of images to upload, the action of adding the CMS folder directly from the DVD may timeout. It may be necessary to copy the CMS folder to your computer or to a network location prior to using the Image Uploader.

- F. When loading has completed a thumbnail image and file information appears within the upload dialog box for each photo. Click Upload images to begin the upload process. The images are uploaded in the order they were added. There is no need to wait during this process; you may close the window. If you leave the window open a status bar displays for each image as it is uploaded.

## Upload Multiple Images for Individuals

Choose your images and upload

Add Files...

Add Folders...

Upload images



25222556.jpg

[Edit description...](#)



25222557.jpg

[Edit description...](#)



25222558.jpg

[Edit description...](#)



25222559.jpg

[Edit description...](#)

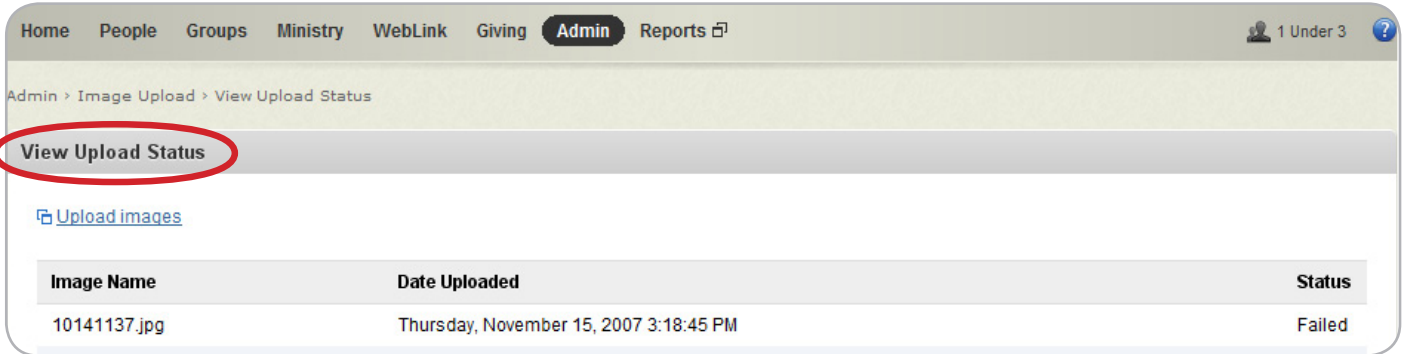
When uploading is complete, a confirmation message appears.

✓ Successfully uploaded files!

Batch uploading of images has successfully completed.

## Image Upload Failures

When the upload has completed, check Admin > Image Upload > View Upload Status to review any files that may have failed in the upload process or those that are still pending. You may need to click the menu option again to refresh this page. As shown in the image below, two files failed.



Any individuals from the Olan Mills exception report (see Exception report earlier in this document for details) will fail during the import because the ID saved for these photos will not match any IDs in Fellowship One.

**Note:** If more than one user is working in the Image Upload tool all users' failed and pending files will display together in the Image Process Status list.

## Exception Photographs

Each individual identified with a unique member ID or each individual identified with a member ID of zero value will be included in the DVD contents. If the individual was not on the Olan Mills report (generated from Fellowship One's report A2550E), Olan Mills creates an exception for the image. When all photography has been concluded, Olan Mills will produce an exception report that will include name and phone number information for each individual that was not on the Fellowship One A2550E report. If you would like to upload photos for individuals that appear on the exception report, perform the following steps:

**Note:** Please Locate the images you will need to complete this procedure and copy them onto your hard drive before you begin. It's best to rename the file with the individual's name or member ID to avoid confusion. Be careful not to accidentally delete the .jpg file extension when you are renaming the file.

Open your Fellowship One software and enter the individual's name in the search field located in the upper right-hand corner. Select edit individual > Change the current photo (located at the bottom-left of your screen). Select choose file and navigate to where you have placed the images on your hard drive. Select the image that corresponds with that individual and click open. The image should have replaced the image in your software. Click "save edits" to complete the process.

**Note:** If the individual is not in your records, you will need to create a new file for them in fellowship One before you can import their image.

## Head of Household

If you are entering images for households, please select Household Images from the image upload menu (shown below Individual Image option on page 3), and apply the same process as you would for an individual image to upload the files.