

imageconnections™ by Olan Mills & Shelby Systems - Upload Instructions

Olan Mills is an integrated solution partner with the Shelby Systems web-based software to seamlessly match your database to your congregation's Olan Mills Portraits.

- Now your images easily upload to your Shelby Systems church management program
- Images are matched accurately to each church member's ID Number
- Faster integration and printing of membership records with both family and individual portraits
- Designed with Shelby Systems 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

shelbysystems

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 Shelby Systems. 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. You will receive an email from Olan Mills to let you know that your church is properly registered online.

The Online Roster Report

You will also receive two emails from Image Connections, a welcome email and an email with a file attached. You will need the welcome email to send the converted roster report from your Shelby Systems account to Olan Mills. This report is necessary in order to upload your congregation's images into Shelby Systems and must be completed prior to the first sitting. You will use the attachment in the second email to generate the converted roster report. Note: If you do not receive an email within an hour, please contact customer service at 1-800-845-1157. To create this report, follow the instructions below:

- 1) Save the file attached to your Image Connections email to a folder on the computer you run the Shelby Dashboard on.
- 2) Open the Shelby Dashboard.
- 3) From the Shelby Dashboard open the ShelbyQUERY Application.
 - a. You can find this listed on the left of the dashboard under ShelbyMenu/General
- 4) When ShelbyQuery loads go to the Utility menu and select Import Query & Report From File
 - a. This will open a dialog box.
- 5) Navigate to the location where you placed the attachment in this e-mail and select the file and click Open
- 6) When this query opens the grid at the bottom will fill. Right Click on the grid and select Export All.
- 7) In the file save dialog that opens, save this file as a Comma Delimited (*.csv) file.
- 8) Follow the link provided in your Image Connections Welcome email to upload the file you saved in step 7.

Note: You may also upload your file online at <http://churchdirectories.olanmills.com/>. Select the roster upload link located below church administration and staff. Select this link, login, and upload your report.

Exceptions- People who are not on your report will be documented in a separate Image Connections report and their images will be placed in a separate folder on your DVD.

For Our Customers

ALREADY A CUSTOMER?

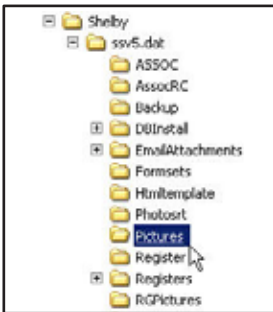
- Church Members
- Church Administration and Staffs
- Download Materials
- Roster Upload

For Our Customers

ALREADY A CUSTOMER?

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

Importing your church member photos to Shelby Systems Software.



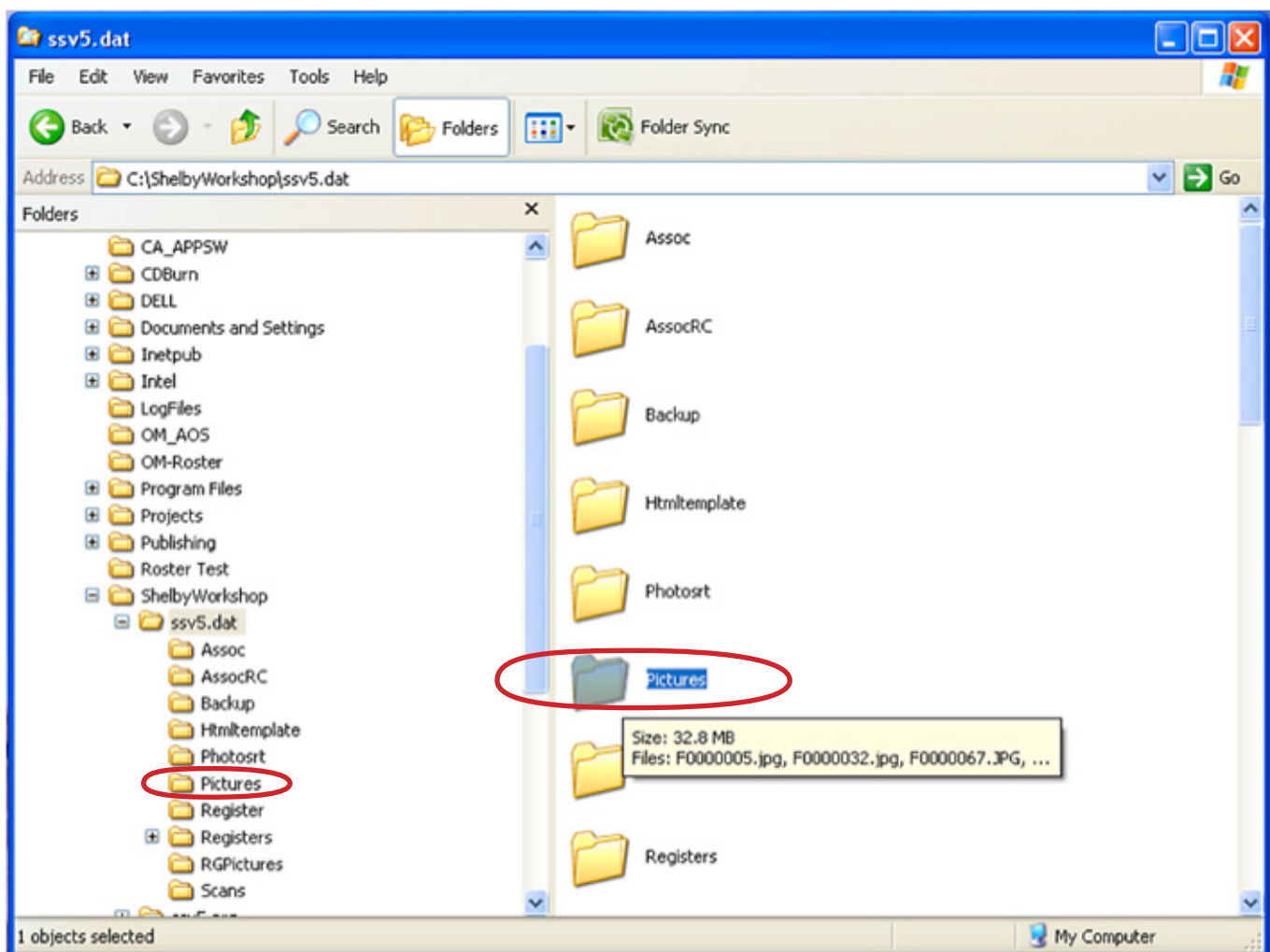
Within a few weeks after the last day of photography, Olan Mills will send your church a DVD (or set of DVDs) that contains all of the individual photos appropriately named with the individual's Shelby Systems ID. These photos are typically stored in the folder titled CMS on the DVD.

To import these images into your Shelby Systems software, copy them from the CMS folder on the DVD into the Pictures folder. The Pictures folder is located within the Shelby applications folder at: Shelby\ssv5.dat\Pictures.

Importing Images into Shelby Systems Software:

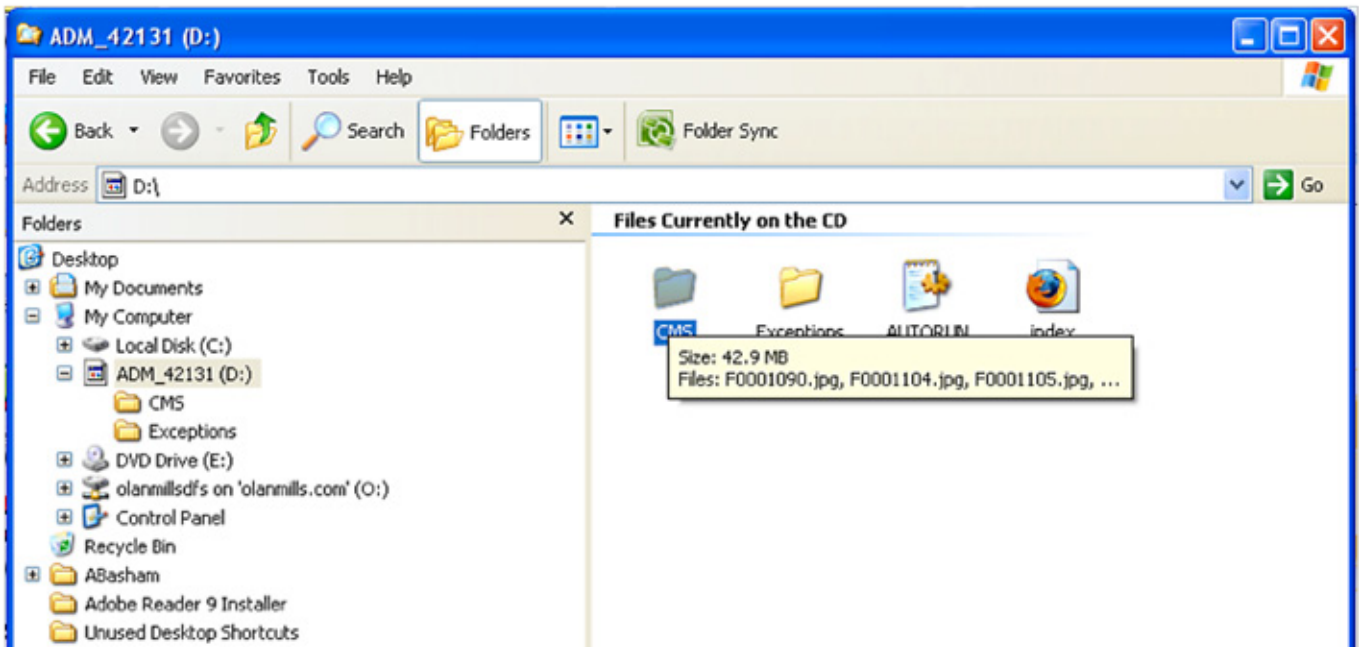
To bring these images into Shelby Systems, please follow these steps.

- A. Open the Shelby Systems folder in a Windows Explorer window and find the **ssv5.dat** folder.

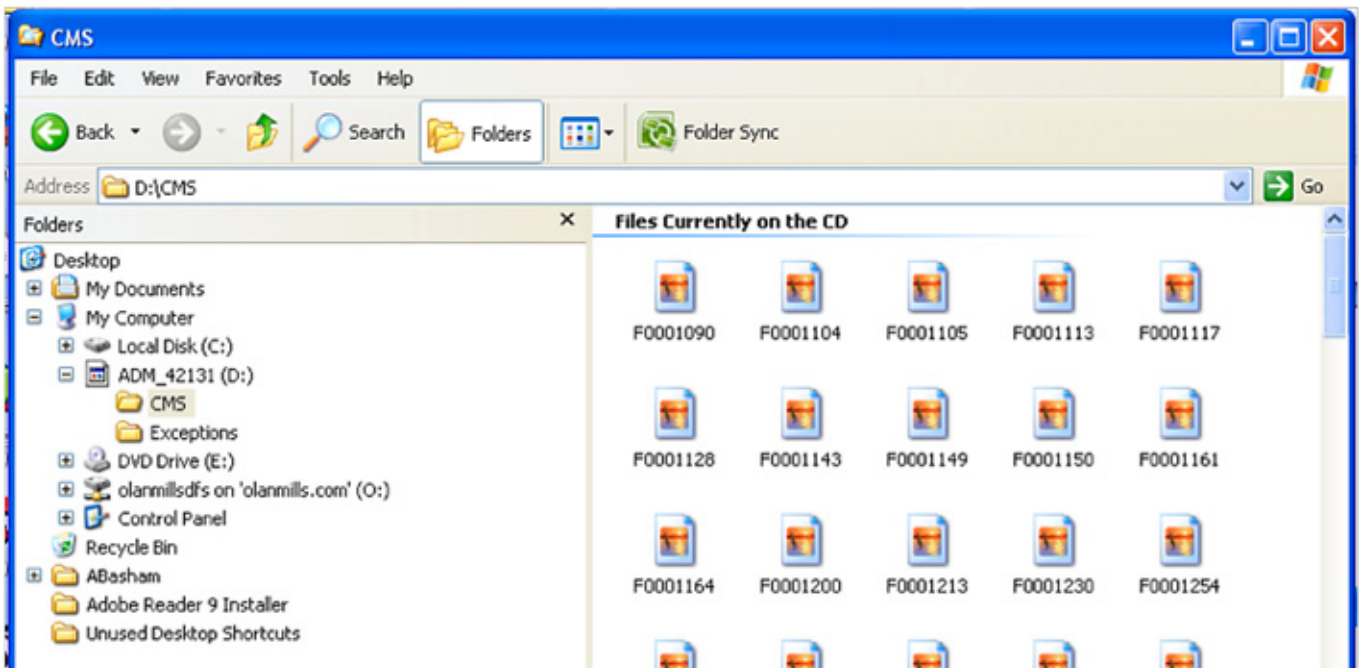


B. Navigate and open the Pictures folder in your **ssv5.dat** folder.

C. Open the DVD in your Windows Explorer window.

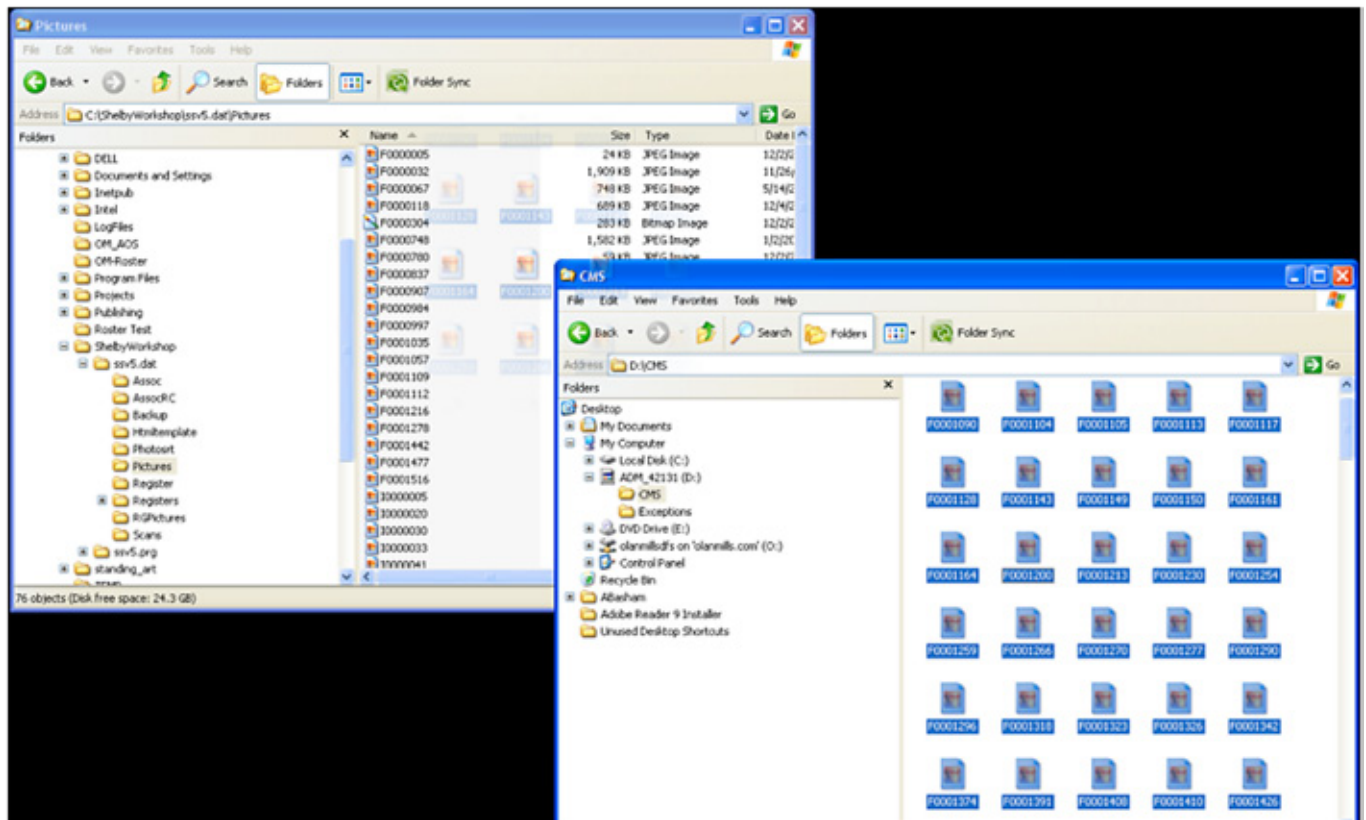


D. Navigate to the CMS folder in the root of the DVD.



E. In the DVD Explorer Window, Select all of the images (Ctrl-A) in the CMS folder.

F. Drag the images from the DVD's CMS folder to the Pictures folder.



The Copy process may take a little while depending on how many images you have to copy. When the copy is complete you can close all of the Windows Explorer windows. Your images are now available for every person who was photographed and selected an image at photography for this product.

Exception Photographs

Each individual is identified based on the report you uploaded prior to your church's first portrait session. If an individual is not listed in the report you uploaded, Olan Mills will create an exception for the image. When all photography has been concluded, Olan Mills will produce an exception report that includes name and phone number information for each individual that was not listed on your report. If you would like to upload photos for individuals that appear on the exception report, refer to your Shelby manual for instruction.