

imageconnections™

by Olan Mills and Parish Data Systems

Olan Mills is an integrated solution partner with Parish Data Systems, church management software, to seamlessly match your database to your congregation's Olan Mills Portraits.

- Now your images easily upload to your Parish Data Systems database.
- Images are automatically matched to each parish member's record.
- Enjoy faster integration and printing of membership records with both family and individual portraits.
- Designed with Parish Data Systems in mind, our new solution will add more flexibility and functionality for your management team, and offer more ways images can be used.



For more information, call **1-800-845-1157** or visit www.olanmillschurch.com



The Olan Mills Church
Partnership. *olan mills*

Upload Instructions

How we use and secure your information: The information you provide is used to fulfill your specific request. We will not share, trade or sell any of your personal information to any third party or marketing company. Your personally identifiable information is kept secure. Only authorized employees (who have agreed to keep information secure and confidential) have access to this information. All emails and newsletters from this site allow you to opt out of further mailings.

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 Parish Data 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. If you are new to our site, create an account for your church. Once you register, you will receive a password via email and can begin using your account.

For Our Customers

ALREADY A CUSTOMER?

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

The Online Roster Report

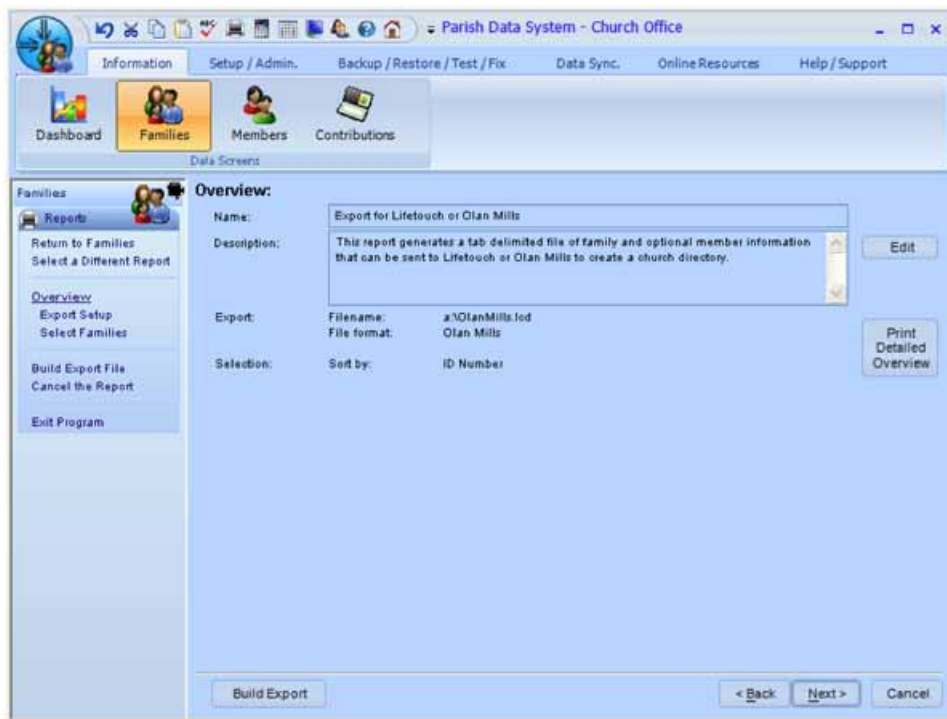
You will need to create a file and send that file to Olan Mills. Here's how to export information to Olan Mills:

Exporting Information to Olan Mills

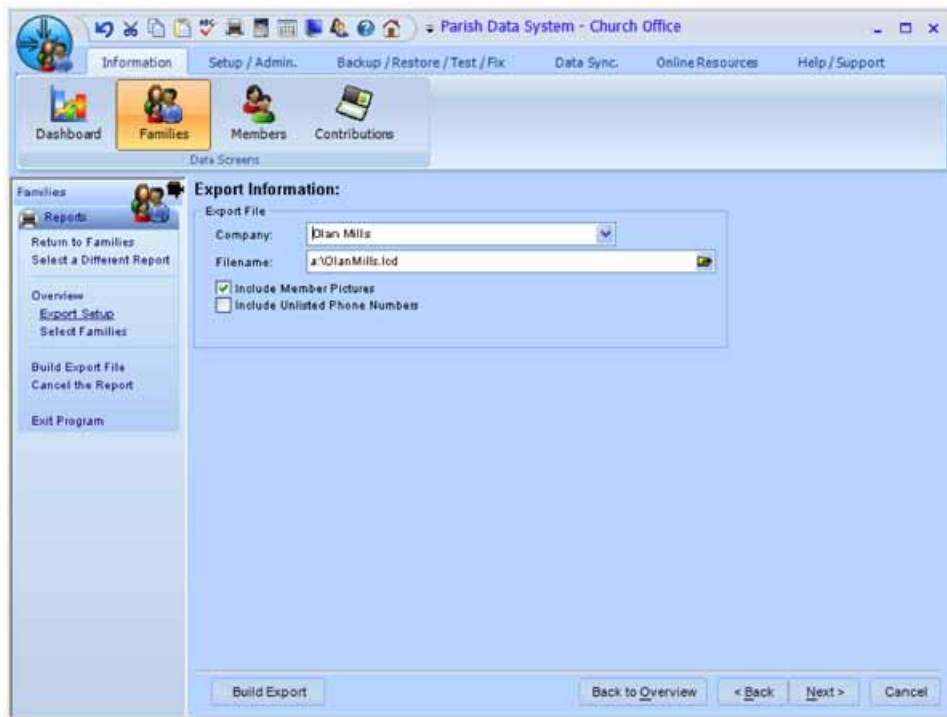
Choose the Information tab at the top of the screen, then click on the Families button. Select Reports from the menu on the left side of the screen. In the report section called **Data Exports/Envelope Companies**, select the **Export for Lifetouch or Olan Mills** report.



Click the Next button to proceed to the next step in the reports wizard.



Click Next.

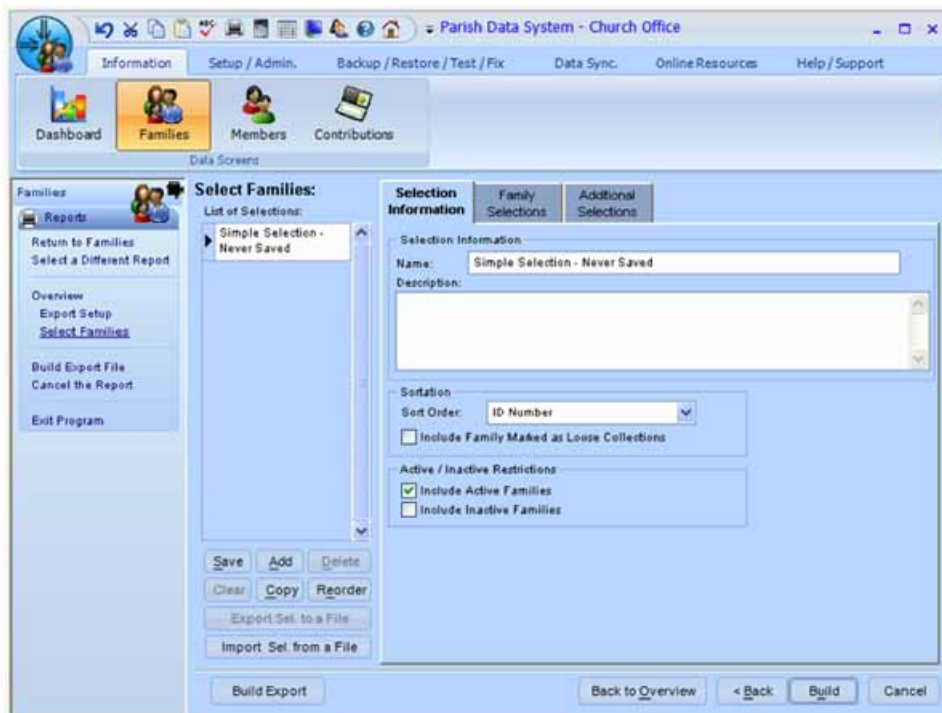


On the next step in the wizard, select Olan Mills as the **Company** name. Choose a location and name for the file that will be created.

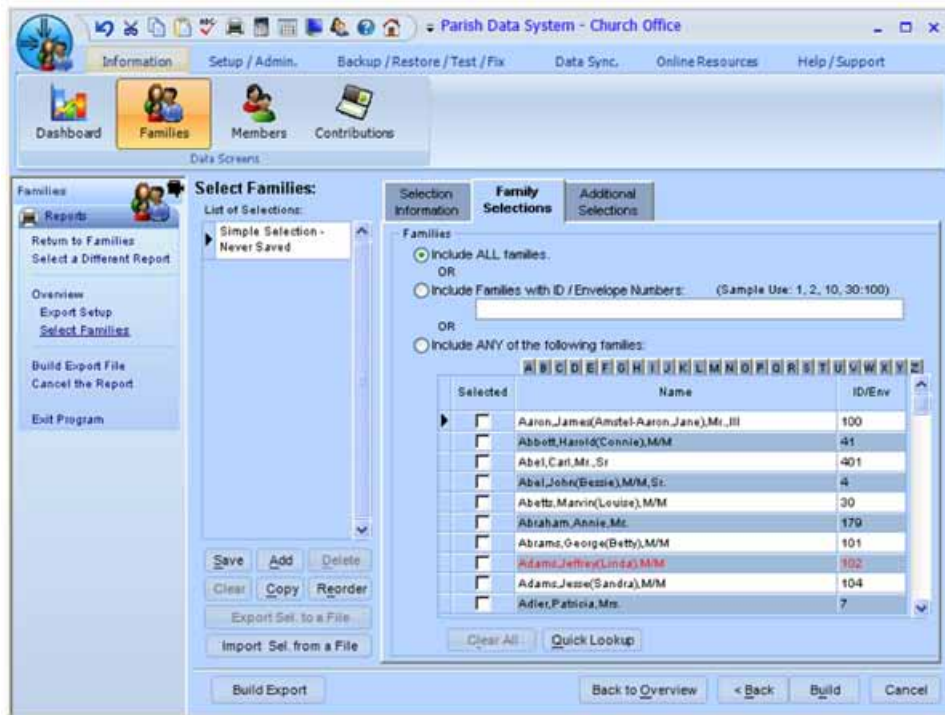
Mark the Include Member Pictures box if you want to include both family and member information in the file. Leave this option blank if you only want family information in the file.

Mark the **Include Unlisted Phone Numbers** box if you want unlisted phone numbers included in the file. Leave this option blank if you want to exclude unlisted phone numbers.

Click on the Next button to proceed to the next step in the wizard.



Use the last step in the wizard to filter the information further, if necessary. This will allow you to exclude inactive records, select an ID Number range, and use any other additional selections desired.



Click on the **Build** button to create the file. As the file is created, a message will be displayed showing the progress.



When the file is completed, the following message will be displayed:



Use the print button to print a hard copy of this summary. At this time the file is complete and ready to send to Olan Mills.

Now you can send it to Olan Mills:

- 1) Locate your Olan Mills Welcome email and select the link to take you to the <http://churchdirectories.olanmills.com/>
- 2) Select the roster upload link located below church administration and staff. Select this link, log in, and upload your file (see illustration).



Now you are ready for photography!



Importing your parish member photos to Parish Data Systems.

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

Use Parish Data Systems to complete the following procedures:

When you receive picture files from Olan Mills, that information can be easily added into the PDS program. It is a two step process.

Step 1. Copy the Pictures to Your Computer.

Copy all of the picture files to a folder on your server. You can copy them to the `\data\pictures` folder and they will be backed up with your data. Then set the folder you use to the default picture folder. To do that, in the PDS program, click on the **Setup/Admin** tab at the top of the screen. Select the **Setup Options** button, and choose **Initial Setup** from the menu.

The screenshot shows the 'Initial Setup' dialog box with the following settings:

- Sharing Data:**
 - Default Picture Subdirectory: `c:\pdschurch\data\pictures\` (with a 'Browse' button)
 - Federal ID # for Statements: (Optional)
- Program Options:**
 - Weekly is Weekly on Sunday:
 - Warn if Change ID or Name:
 - Save Order when Exit Program:
 - Processes Should Affect Family Date Changed:
 - Ask for Reason when Deleting Fams / Mem:
 - Default Synchronize with Diocese to True:
 - Disable Add Head/Spouse when Add Family:
 - Disable Family/Member Name Change Help:
 - Default to Show Totals for All Funds:
 - Processes Should Affect Member Date Changed:
 - Rates can be Charges or Payments:
 - Default Envelope User to True:
- Sharing Data Options:**
 - Share Inactive Flags w/Other Office Programs:
 - Share Family Keywords w/Other Office Programs:
 - Share Date Registered w/Other Office Programs:
 - Share Family Remarks w/Other Office Programs:
- Fund Recap Defaults:**
 - Fund Recap Defaults to Totals to Date:
 - Fund Recap Defaults to Grand Totals:
- Family Information:**
 - The 2 terms below are used for the Family Name Breakdown dialog:
 - 1st Name in Family Name: `Head of Household`
 - 2nd Name in Family Name: `Spouse`

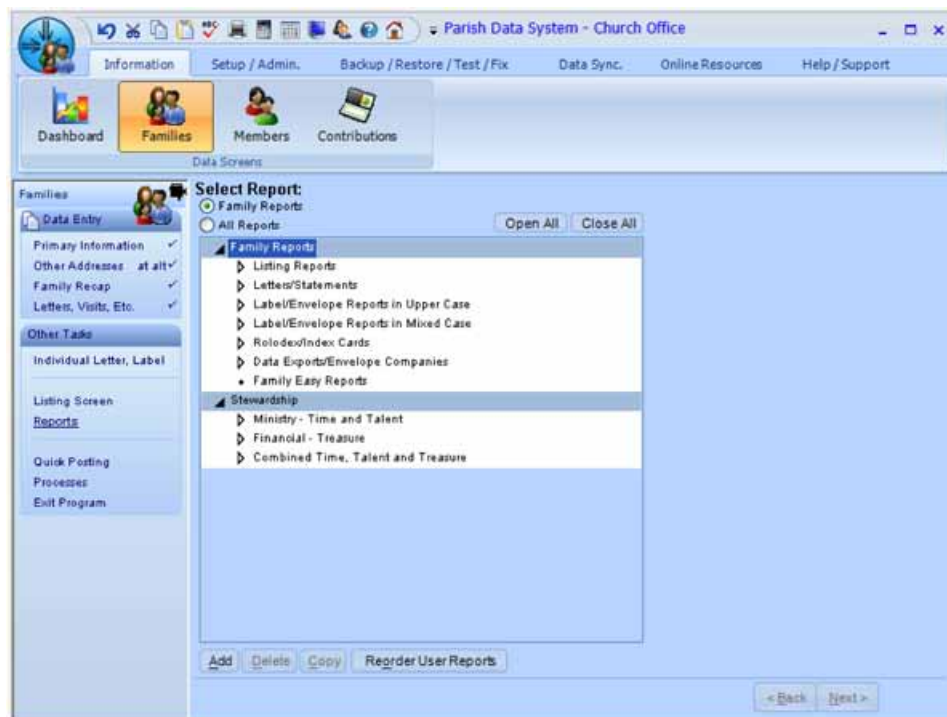
Buttons: Save/OK, Cancel

Enter the folder name where you copied the pictures in the **Default Picture Subdirectory** field. Now you are ready to attach the pictures to your family and member records.



Step 2: Posting Picture File Names to Families and/or Members

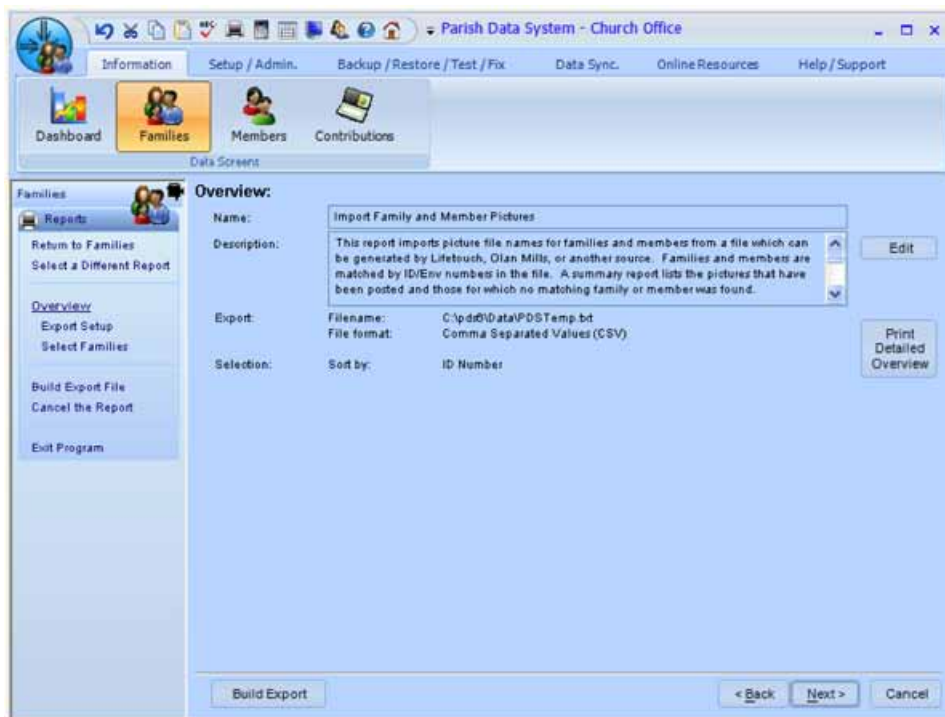
In the PDS program, select the **Information** tab at the top of the screen, then click on the **Families** button. Select **Reports** in the menu at the left side of the page.



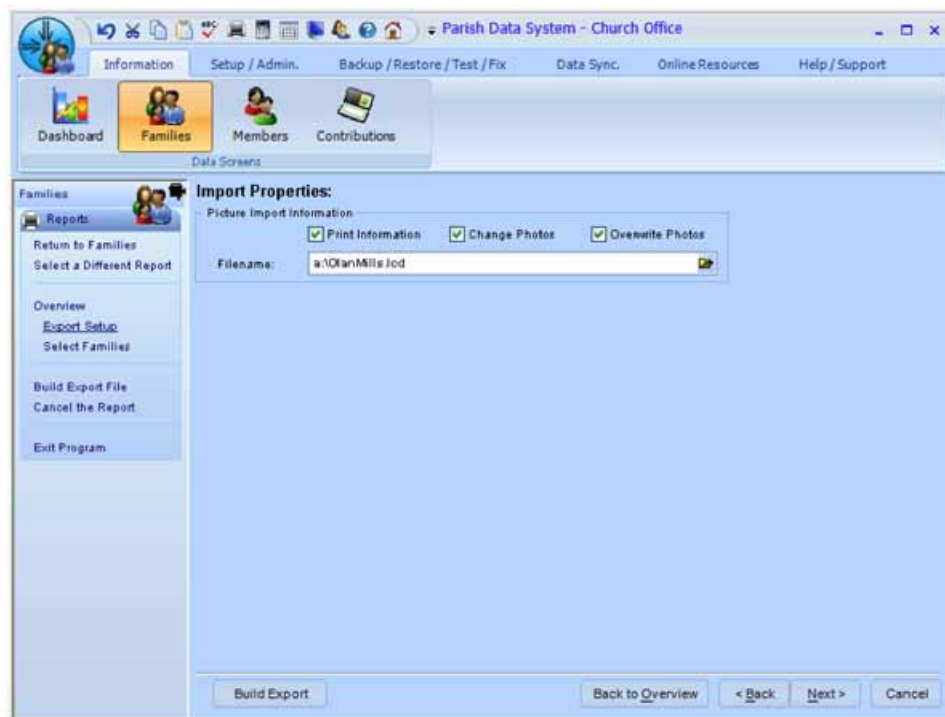
Under **Listing Reports**, select **Import Family and Member Pictures**.



Click on the Next button to proceed to the next step in the wizard.



Click Next.



Enter the name of the file you received from Olan Mills that has the list of ID/Env numbers and picture file names.

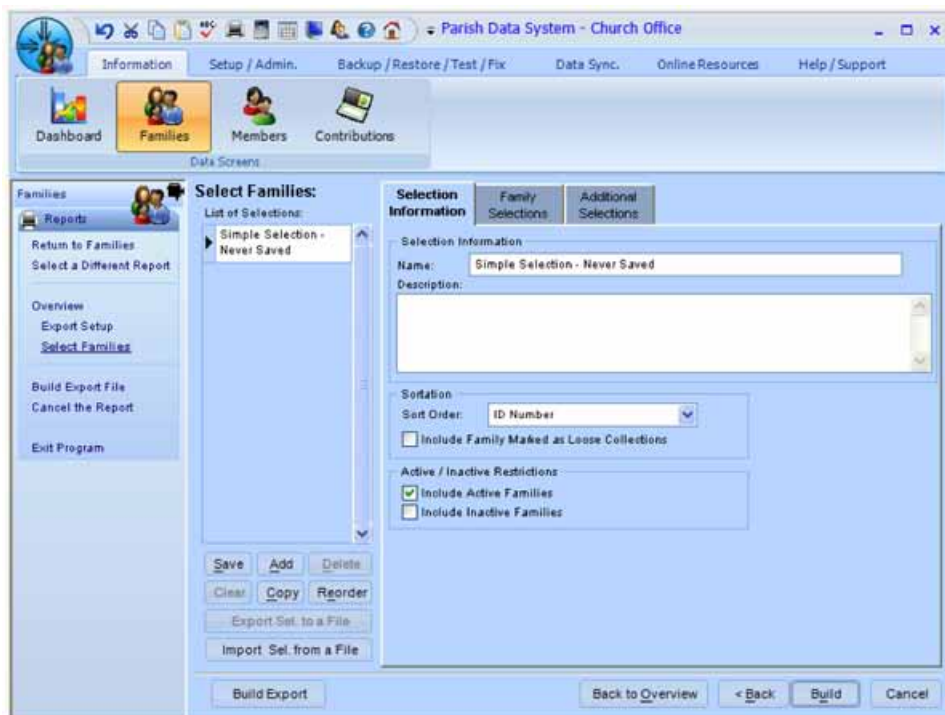


Mark the **Print Information** box to get a list of those families or members along with the picture file name that was posted for each.

Mark the **Change Photos** box if you want to go ahead and post the picture names to the families and members. **Note:** you can mark just the **Print Information** box and leave the **Change Photos** and **Overwrite Photos** boxes blank if you want to print the list of changes before they are made.

Mark the **Overwrite Photos** box if you have existing picture files that you want to overwrite. If you leave this box blank then this process will NOT overwrite any pictures that are already present for the families or members.

Click on the Next button.



Do not make selections on the last step of the wizard. The program will use the information in the file to determine which families and members to add pictures for.

Click on the **Build** button to post the picture file names to the families and/or members.

When all pictures have been posted, a summary report will be displayed. Use the **Print** button to print the summary.

View the new family pictures on the Family screen.

Parish Data System - Church Office

Information Setup / Admin. Backup / Restore / Test / Fix Data Sync. Online Resources Help / Support

Dashboard Families Members Contributions

Search by: Text for Family Name Search... Order by: ID/Env Num

Save Add Family Delete Family Cancel

Data Screens Navigation Members Tasks

Families

Data Entry

Primary Information Other Addresses at alt Family Recap Letters, Visits, Etc. Other Tasks Individual Letter, Label Listing Screen Reports Quick Posting Processes Exit Program

ID/Envelope: 1 Avail? 2nd ID: 84828-21 Avail? Inactive

Family Name: Van Loon,Jeff,(Jeane),MM

Show Name Formats Also Visible In:

Registered: 10/05/1997 Envelope User Synchronize w/Diocese

Status: Married Left Parish:

Street Addr: 14430 N 19th Ave Apt 30 Map

Addr Line 2:

City/State: Phoenix, AZ Zip/Postal: 85023-8707

Send No Mail Gen. Area: 21-33

E-Mail: jvanloon@PDSdemo.com

Send E-Mail Instead of Mail when Possible

Picture File Name: Photo97.jpg

Family Keywords

Description
Founding Family
Gone In Summer
Census Card Returned
Active In Block Watch

Insert Line Delete Reorder

Remarks: Originally from From Akron,OH. Jeane's parents were founding members of the parish. They are always willing to assist with fund raisers and volunteering their time whenever possible.

General * Confidential *

Funds Used by this Family: 1, 2, 3, 4, 5, 9 Number of Members: 7 Screen Changed: 06/01/2010

View member pictures on the Member screen.

Parish Data System - Church Office

Information Setup / Admin. Backup / Restore / Test / Fix Data Sync. Online Resources Help / Support

Dashboard Families Members Contributions

Search by: Text for Member Name Search... Order by: Name

Save Add Member Delete Member Cancel

Data Screens Navigation 1 of 7 Tasks

Members

Data Entry

Personal Phones/EMails/Addr Sacraments Ministries/Talents Attendance Family Recap Safe Environment Letters, Visits, Etc. Other Tasks Individual Letter, Label Reassign Member Listing Screen Easy Lists Reports Quick Posting Processes Exit Program

Family: Van Loon,Jeff,(Jeane),MM ID: 1 Inactive

Mem ID/Env: Van Loon,Jeff,Mr. Avail? Show Name Formats Also Visible In:

Relationship: Head Type: Head of Household Separate Statement

Grade/Degree: MA Gender: Male

Marital Status: Church Marriage Birth Date: 07/01/1975 Age: 34

Language: English/American Deceased:

Ethnicity: White Religion: Catholic Disability: Occupation: Accounting/Bookkeeping

Picture File: Photo36.jpg Location: RJ Simms Accts.

Keywords

Description
Regular Blood Donor

Insert Line Delete Reorder

Remarks: Jeff is an active member of the finance committee

General * Confidential * Special Circumstances

Screen Changed: 01/07/2010

Exception report

Olan Mills will generate an exception report and include it on your Image Connections DVD. This CSV document will contain pose ID# of any individuals who attended the photography session and did not have a sitting registered on Parish Data Systems (i.e. people who are not regular attendees at your parish). The report may contain names and phone numbers based upon your photographers input. 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 parishes in your immediate area. In that case, the new households will not need to be added to the database.

