CME – Uploading portraits

A. In order to upload the portrait images select the main folder of images and click Upload to upload the images. Copy the Index file and the Readme file (if available) to the same folder on your desktop or local hard drive.
(See sample disk contents below)

NOTE: Some photographers will also send an administration disk. This disk CANNOT be used for yearbook purposes. This disk is for the administration for creating student list and ID cards. Make sure the disk you use indicates Yearbook Images.

Name	Date modified	Type	Size
▲ Files Currently on the Disc (12)			
📁 FOLDER1	10/28/2014 8:37 AM	File folder	
📁 FOLDER2	10/28/2014 8:37 AM	File folder	
📁 FOLDER3	10/28/2014 8:37 AM	File folder	
📁 FOLDER4	10/28/2014 8:37 AM	File folder	
📁 FOLDER5	10/28/2014 8:37 AM	File folder	
📁 FOLDER6	10/28/2014 8:37 AM	File folder	
📁 FOLDER7	10/28/2014 8:37 AM	File folder	
📄 COPYRIGHT.TXT	10/28/2014 8:31 AM	TXT File	1 KB
⚙ DiscData.INF	10/28/2014 8:37 AM	Setup Information	1 KB
📄 INDEX.TXT	10/28/2014 8:31 AM	TXT File	50 KB
📄 MASTER.TXT	10/28/2014 8:31 AM	TXT File	113 KB
📄 README.TXT	10/28/2014 8:31 AM	TXT File	2 KB

Sample Only

Note: It is very important that you copy all the images from the individual folders to one folder on your desktop.

B. Login to ConnectMe at cm.friesens.com and select *Upload Portraits* under the *Quick Links* menu.
C. Under **STEP 1** click on the *Index File* Button and select the Index file that was copied to your desktop or hard drive.
D. Click on the *Readme File* button and select the Readme file that was copied to your desktop or hard drive. (This step is optional, some portrait disks don't have this file)
E. Select the *Image Folder* button and select the folder of images that was copied to your desktop or Hard Drive. Click on *Next*.

Portraits | Import | Manage | Edit

Step 1 - Select Student Data File(s)

Index File: (Index.txt)   ?

Readme File: (Readme.txt)   ?

Image Folder: (1400 Images)   ?

Next

Step 2 - Map Data Fields

Step 3 - Review & Upload

F. Under **STEP 2** match the Sample Data to the fields that they belong to. The required fields needed to upload are First Name, Last Name, Grade and Image name.

G. In **STEP 3** review the information and ensure that it is correctly mapped. If the names on the list show in All Caps you can correct that by clicking on *Correct Casing*.

NOTE: If you receive any warning symbols beside the names in the list, hover your mouse curser over those symbols and it will indicate the issue.

H. To begin importing the images click on *Upload.* At this point the images will be uploaded one by one into your account.

NOTE: Do not close this window or navigate to another window during the upload. This would cancel the upload and it would have to be re-done.

To continue to the next step see the CME – Managing\Editing Portraits Help doc.