

## 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](http://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.

**Portraits** [Import](#) [Manage](#) [Edit](#)

Step 1 - Select Student Data File(s) >

Step 2 - Map Data Fields ▾

Please map the data fields from your master file to the PSPA data fields below. This may not be required if your photographer follows the PSPA standard.  
**Note: The following fields are required: FirstName, LastName, ImageName, Grade**

CD Field Name	Sample Data	Map To
Column 1	SDSS2015_Y8	<input type="text"/>
Column 2	STAFF →	Grade ▾
Column 3	01314.TIF →	ImageName ▾
Column 4	STAFF	<input type="text"/>
Column 5	AINGE →	Lastname ▾
Column 6	TERRY →	Firstname ▾
Column 7	9401164	<input type="text"/>
Column 8	STAFF	<input type="text"/>

Step 3 - Review & Upload >

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 cursor over those symbols and it will indicate the issue.

Step 3 - Review & Upload ▾

Last Na...	First Na...	Middle ...	Grade	Home ...	Teacher	Major	Minor	Minor2	Image ...	Faculty	Custom1	Custom2	Custom3
Berry	Alannah		11						00823.TIF				
Bilous	Boston		08						00019.TIF				
Bing-M...	Dylan		12						01069.TIF				
Birarda	Conor		11						00824.TIF				
Birarda	Emily		08						00020.TIF				
Blocha	Sabrina		09						00273.TIF				
Bogyo	Donna		STAFF						01317.TIF				
Bolan	Matthew		11						00825.TIF				
Bonn	Nicholas		10						00529.TIF				
Bonner	Hayley		11						00826.TIF				
Bonner	Kennedy		10						00530.TIF				
Boreen	Morgan		11						00827.TIF				
Borg	Tate		11						00828.TIF				
Bosch	Anika		10						00531.TIF				
Bouchey	Taylor		09						00274.TIF				
Bowden	Taylor		10						00532.TIF				

Number of Students: 1399

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.