



PhotoLynx® Proof My Class® School User's Manual

ProofMyClass.com® and ProofMyTeam.com© allows a photographer or lab to upload the school's images and corresponding data from ImageMatch© to be proofed for data corrections, final layouts, yearbook and admin CDs. The school goes to ProofMyClass.com®, verifies that the names and photos are correct, and makes changes as needed. The corrections are then returned to the photographer or lab and imported back into ImageMatch©. Users can also provide their schools with the images and data needed for yearbook and admin software without the need to burn to a CD.

PhotoLynx® Mission Statement

PhotoLynx®, Inc. strives to keep abreast of the latest hardware and software technology while continuing to support existing standards. PhotoLynx® places the highest value on supporting and serving our clients. PhotoLynx® seeks to align itself with businesses providing hardware, software and services that will benefit our clients in the photographic industry.

Table of Contents

PHOTOLYNX [®] MISSION STATEMENT.....	0
LOG IN.....	2
CHANGE PASSWORD	2
CREATING USER ACCOUNTS	3
NOTIFICATIONS	4
EDITING/APPROVING INDIVIDUAL PHOTOS	4
MODIFY DATA LISTS.....	6
EDITING/APPROVING GROUP PHOTOS.....	7
EDITING/APPROVING FINAL LAYOUTS	8
DOWNLOADING EXPORTS	9
HELP	9
PROOF MY CLASS [®] JOB TYPE EXAMPLES	10

Log In

You should receive an email from your studio giving you your username and password. To log into Proof My Class®:

1. Go to www.proofmyclass.com
2. Login using your username and password that was provided to you

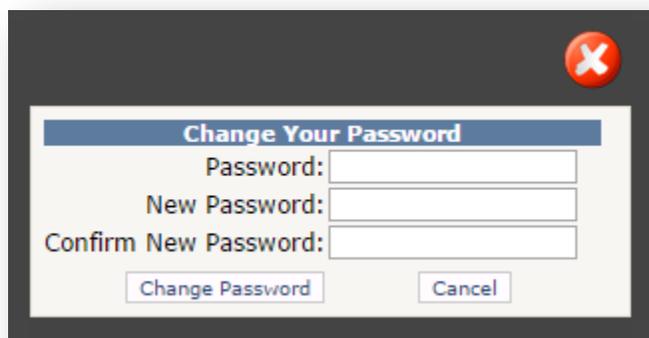
Change Password

Once you are logged in with your credentials, you have the ability to change your password. To do this, click the *Change Password* link in the upper left hand corner of your screen. You will be asked to enter your current password, and then to enter in your new password twice. Once completed, press the *Change Password* button to save your changes.

Note: Be sure to write down the password and keep it in the safe place – PhotoLynx® does not have the ability to look up passwords



The login form features the Proof MyClass.com logo at the top, which includes a cartoon character with a magnifying glass. Below the logo are two input fields: "User Name:" and "Password:". A "Remember me" checkbox is located below the password field, and a "Log In" button is to its right.



The "Change Your Password" dialog box has a title bar with a red close button. It contains three input fields: "Password:", "New Password:", and "Confirm New Password:". At the bottom, there are two buttons: "Change Password" and "Cancel".

Creating User Accounts

You have the option of creating more than one user account for Proof My Class®. To do this:

1. Over to the bottom left hand side of your screen, under *School Menu*, click *Users*
2. Type in the information for the user. You will want to fill in all the fields, as they are all mandatory.

Note: Be sure to write down the password and keep it in the safe place – PhotoLynx® does not have the ability to look up passwords

3. Once finished, press the *Create User* button

Once your user is created, Proof My Class® will automatically send an email letting your user know of their credentials. However, many studios will have their emails automatically send generated emails to their spam box. Because of this, we suggest following up with your own personal email listing their credentials and requesting that they mark all emails from Proof My Class® as not spam.

Create New Account

First Name:	<input type="text" value="John"/>
Last Name:	<input type="text" value="Smith"/>
Title:	<input type="text" value="Teacher"/>
User Name:	<input type="text" value="JohnSmith"/>
Password:	<input type="password" value="*****"/>
Confirm Password:	<input type="password" value="*****"/>
E-mail:	<input type="text" value="jsmith@yourschool.edu"/>
Can Create User Accounts:	<input type="text" value="No"/>

Please notify your teacher(s) to do the following:

Open a browser and go to www.proofmyclass.com

User Name: JohnSmith

User Password:

Once Logged in:

Find their class in the list shown

Select their name from the left column

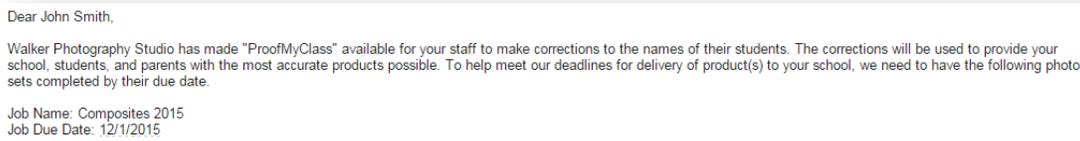
They will be presented with a page showing images and names.

If any of the data needs corrections, select 'edit' and make the changes as necessary.

Once all of the data is correct, press 'Approve' in the upper right hand portion of the screen.

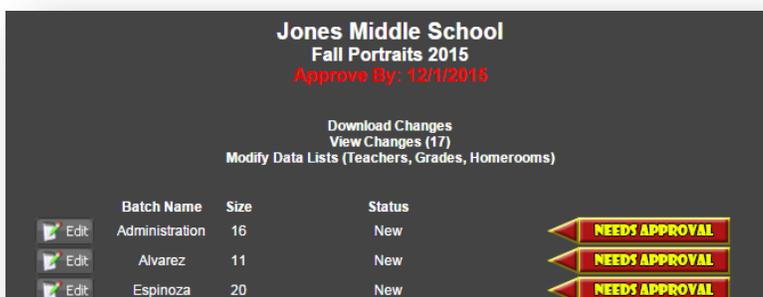
Notifications

After your studio has uploaded jobs for you to approve, you will receive an email notification specifying the name of the job as well as when the studio needs to have approval by.



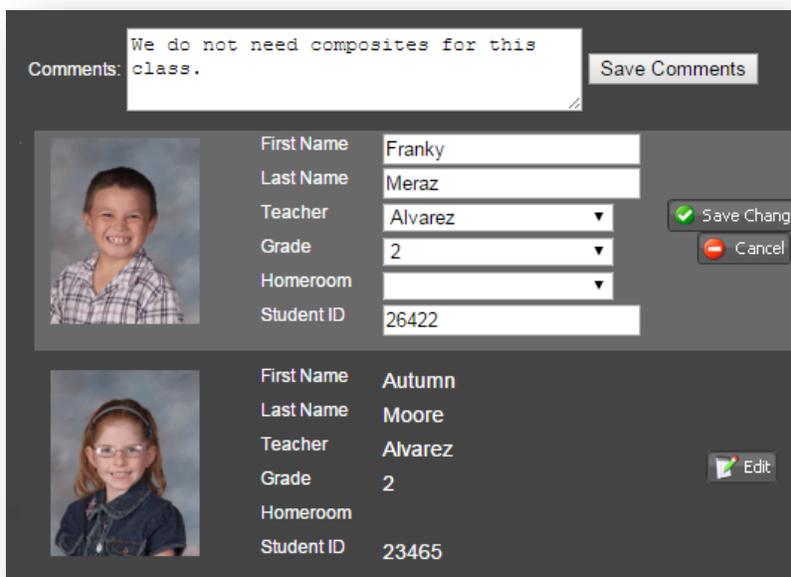
Editing/Approving Individual Photos

Under your *School Menu*, you will see a listing of all the jobs waiting your approval. To edit/approve the *Individual Photos*, click on the job name which corresponds to this job. Once clicked, your job will open up to a page showing your job name and when this job needs to be approved by. You will also see a listing of all the different batches (typically by Teacher) which need approval. Click on the batch name you wish to go over.



This will open a page listing all the students who are listed under this current batch. You can type in comments to send to your studio at the top of this page inside the *Comments* box. Once you have written a comment, press the *Save Comments* button to save the comments. Scrolling down the page will show you all the students in this batch. To edit any information for a student, press the *Edit* button. Type in any changes you wish to make and press the *Save Changes* button.

Note: The *Teacher*, *Grade* and *Homeroom* fields are picklists. If you do not see the information you need in this drop down, you can add these under [Modify Data Lists](#).

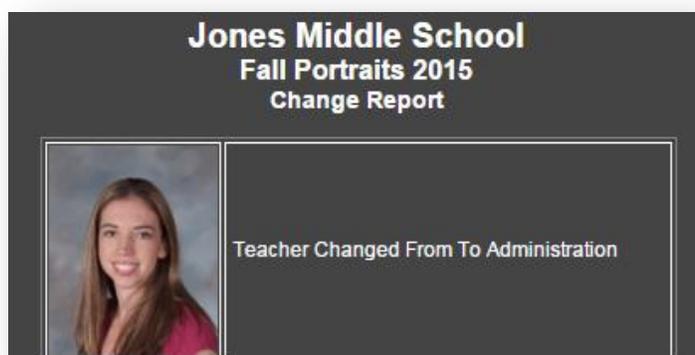
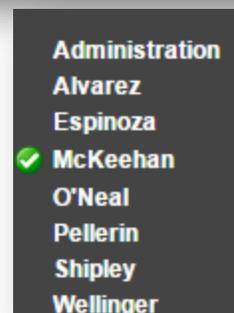
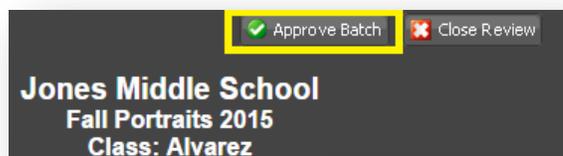


Once you have finished going through every student and any necessary changes for a specific batch, press the *Approve Batch* button at the top of your screen.

Once you have approved a batch, you will automatically be taken back to your main job screen so you can select a new batch to approve. To move on to another batch without approving the one you are currently working on, you can simply click the name of the next batch you wish to edit/approve to the right of your screen. You will know which batches have already been approved on this list because they will be depicted by a green check mark.

Once you are finished approving your entire job, you will see a notification saying that all batches are approved and a notification will be automatically emailed to your studio, specifying any changes and comments you have made.

To preview any changes that have been made, click the *View Changes* link on your main screen. To download a text file specifying all changes, click the *Download Changes* link.



Modify Data Lists

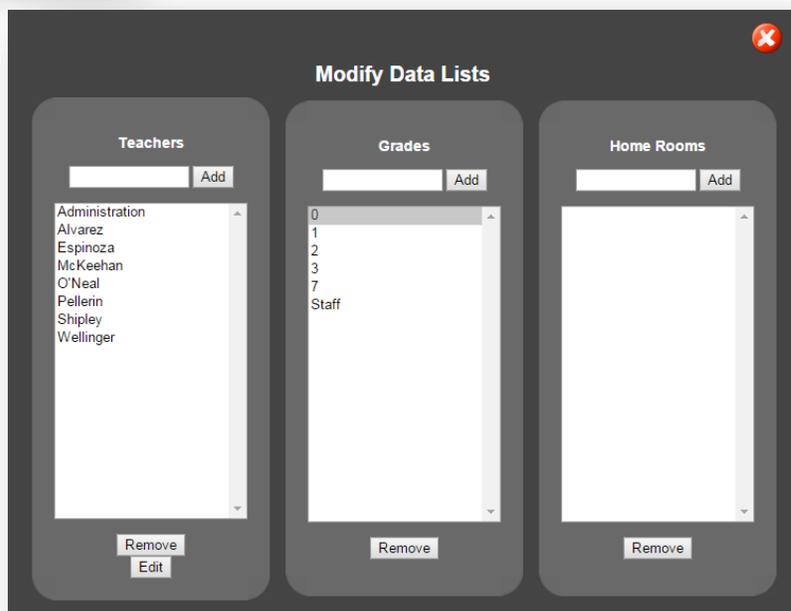
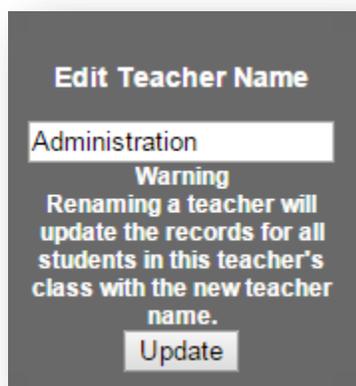
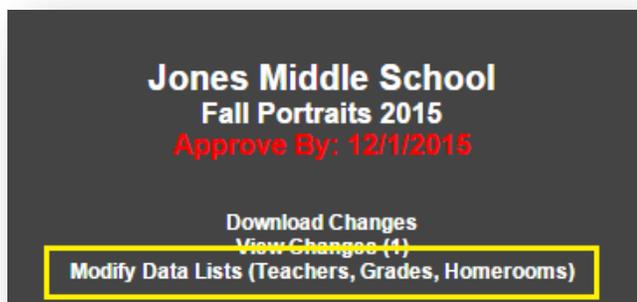
By default, all fields for you to choose from in Proof My Class are the ones that have been provided to your studio. You have the ability to add new fields or remove existing fields. To do this:

1. Log into Proof My Class®
2. Select the job you wish to modify
3. At the top of the job screen, click *Modify Data*
4. To add a new *Teacher*, *Grade* or *Homeroom* simply type this information into the corresponding field and press the *Add* button
5. To edit a *Teacher* field highlight the one you wish to edit and press the *Edit* button
6. Type in the new name for the teacher and press *Update*

Note: Renaming a teacher will update the records for all students in this teacher's class with the new teacher name

7. To remove a *Teacher*, *Grade* or *Homeroom* field highlight the one you wish to remove and press the *Remove* button

Note: If any of these fields are currently in use by any student you will not be able to remove these fields

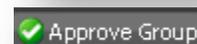


Editing/Approving Group Photos

Under your *School Menu*, you will see a listing of all the jobs waiting your approval. To edit/approve the *Group Photos*, click on the job name which corresponds to this job. Once clicked, your job will open up to a page showing your job name and when this job needs to be approved by. You will also see a listing of all the different group photos which need approval. Click on the group name you wish to go over.

You will be taken to a screen showing your group photo along with rows to type in each student's name. To specify the students in each row:

1. Press the *Edit* button at the bottom of your screen
2. By default you will have three rows to specify the names of children. To add more rows press the blue plus sign next to *Add/Remove Rows*. To remove rows, press the blue minus sign next to *Add/Remove Rows*
3. Type in the names of each student in the corresponding rows, separated by a comma
4. If anyone is not pictured, include their names in the *Not Pictured* list
5. Once completed, press the *Save Changes* button
6. Press the *Approve Group* button in the top right hand corner of your screen



Once you have approved a group, you will automatically be taken back to your main job screen so you can select a new group to approve. To move on to another batch without approving the one you are currently working on, you can simply click the name of the next batch you wish to edit/approve to the right of your screen. You will know which batches have already been approved on this list because they will be depicted by a green check mark.

Once you are finished approving your entire job, you will see a notification saying that all batches are approved and a notification will be automatically emailed to your studio, specifying any changes and comments you have made.

To preview any changes that have been made, click the *View Changes* link on your main screen. To download a text file specifying all changes, click the *Download Changes* link.

Approve Group Close Review

Jones Middle School
 Team Photo - Angels 2015
 Batch: Angels.jpg



Please provide the names of the people in this photo:

Add/Remove Rows: 3 +

Row Name	List of People in This Row
Row 1:	Enter the first row of children's names here
Row 2:	Enter the second row of children's names here
Row 3:	Enter the third row of children's names here
Not Pictured:	Enter in the names of anyone who is not pictured here

Save Changes Cancel

Editing/Approving Final Layouts

Under your *School Menu*, you will see a listing of all the jobs waiting your approval. To edit/approve the *Final Layouts*, click on the job name which corresponds to this job. Typically final layouts consist of Composites or any type of graphic design needing approval. Once clicked, your job will open up to a page showing your job name and when this job needs to be approved by. You will also see a listing of all the different final layouts which need approval. Click on the layout name you wish to go over.

You will be taken to a screen showing your layout photo along with a comments box. To leave comments for a specific final layout:

1. Press the *Edit* button at the bottom of your screen
2. Type in any notes specifying any requested changes or if you approve of this layout in the box provided
3. Once completed, press the *Save Changes* button
4. Press the *Approve Group* button in the top right hand corner of your screen



Once you have approved a layout, you will automatically be taken back to your main job screen so you can select a new layout to approve. To move on to another batch without approving the one you are currently working on, you can simply click the name of the next batch you wish to edit/approve to the right of your screen. You will know which batches have already been approved on this list because they will be depicted by a green check mark.

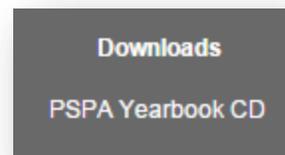
Once you are finished approving your entire job, you will see a notification saying that all batches are approved and a notification will be automatically emailed to your studio, specifying any changes and comments you have made.

To preview any changes that have been made, click the *View Changes* link on your main screen. To download a text file specifying all changes, click the *Download Changes* link.

The screenshot shows a composite layout for 'Jones Middle School Composites 2015 Batch: Alvarez2.jpg'. It features two rows of student portraits with their names: Anastasia Bravo, Sara Hernandez, Jessie Hernandez Virgen, Tyler Hughes, Jennifer Lara, and Michaela Lee Caldwell. Below this is the 'Ramona Elementary School 2015-2016' section, which includes a bulldog logo and the motto: 'Be a reader, be a writer, be a problem solver. Be nice. Work hard.' At the bottom, there are five more student portraits: Drake McKorall, Franky Moraz, Autumn Moore, Kayla Wagner, and Nicholas Woodman. The interface includes 'Approve Group' and 'Close Review' buttons at the top right, and a comments box at the bottom with the text: 'Please provide comments and corrections below: I would like to see the principal and teacher listed on this composite.' There is also an 'Edit' button at the bottom center.

Downloading Exports

Your studio has the ability to upload administrative and yearbook CD's to you through Proof My Class®. These will be listed under the *Downloads* header of your *School Menu*. Simply click the name of the export you wish to download to begin the download process. These downloads do not expire and will be available for download at any time if necessary.



Help

At any time you can access your studio's help website by clicking the blue question mark on your Proof My Class® home page. Clicking this will open a new tab or window accessing the web address in which your studio has specified.



Proof My Class® Job Type Examples

Approve Batch Close Review

Jones Middle School
 Fall Portraits 2015
 Class: McKeehan

Comments:

First Name	April
Last Name	McCain
Teacher	McKeehan
Grade	3
Homeroom	
Student ID	12345

Alvarez
 Espinoza
 McKeehan
 O'Neal
 Pellerin
 Shipley
 Wellinger

Downloads
 PSPA Yearbook CD

Exports

Individual Photos

Approve Group Close Review

Jones Middle School
 Team Photo - Angels 2015
 Batch: Angels.jpg

Please provide the names of the people in this photo:

Row Name	List of People in This Row
Row 1:	
Not Pictured:	

Approve Group Close Review

Jones Middle School
 Composites 2015
 Batch: Alvarez2.jpg

Anastasia Bravo
 Sara Hernandez
 Jessie Hernandez Virgen
 Tyler Hughes
 Jennifer Lara
 Michaela Lee Caldwell

Ramona Elementary School
 2015-2016

*Be a reader, be a writer,
 be a problem solver.
 Be nice. Work hard.*

Drake McKerall
 Franky Meraz
 Autumn Moore
 Kayla Wagner
 Nicholas Woodman

Please provide comments and corrections below:

Group/Team Photos

Final Layouts